CompassCDS Configuration Manager User Guide

Scion Instruments
1 Bain Square
Livingston, EH547DQ
United Kingdom

©Scion Instruments 2017
Publication Number BR501482
Revision D

Contents

Using CompassCDS Configuration Manager 3
What is the CompassCDS Configuration Manager? 3
Software Function 3
Logging into CompassCDS Configuration Manager 3
Main Screen Architecture 4
Organization Tab 8
CompassCDS Configuration Manager Organization 13
The Organization Items 13
The Stations / Systems Items 33
Organization Configuration (Items Associations) 42
Connections 44
Tools 45
Configuration Parameters 45
Security 46
Password 47
Audit Trail 53
Current Audit Trail Viewing 53
Archived Audit Trail Viewing 55
Audit Trail Query 56
Configuration of Audit Trail content 61
Reason configuration 61
Options 62
Licenses 62
Devices 63
Lock Connection 63
View 63
Refresh 63
Show Console 63
Show Properties 64
Groups 64
Projects 65
Users 65
User profiles 65
Admin profiles 65
Stations 65
Systems 65
Connections 65
File 65
Preferences 65
Quit 66
Help 66
Help 66
About 66
CompassCDS File Management under Windows 66
Glossary 68

Using CompassCDS Configuration Manager

This document describes the functions of the CompassCDS Configuration Manager.

What is the CompassCDS Configuration Manager?

The CompassCDS Configuration Manager is the software interface between System Administrators and the Main Server & Acquisition Server modules of CompassCDS. This application provides the means to create and configure Groups, Projects, Users and Systems as well as to maintain detailed logs of information regarding system activity and security.

CompassCDS Configuration Manager is installed as part of CompassCDS.

Before starting it is recommended that users examine the Glossary on page 68 to become familiar with the terminology used within this guide.

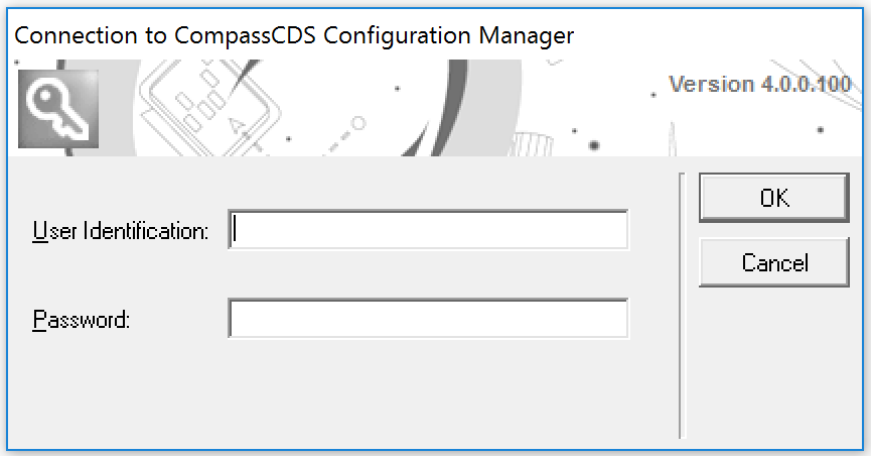
Software Function

Logging into CompassCDS Configuration Manager

Run the CompassCDS Configuration Manager from Windows Start Menu → Programs→ CompassCDS (Chromatography System) → CompassCDS Configuration Manager, or double click on the corresponding desktop icon.

When the logon window appears, type *admin* in User Identification field and *compass* in the Password field. After logging into the CompassCDS Configuration Manager, it is possible to change the administrator logon. Any user that has been assigned administrator rights (see New/Edit user section) can log into the CompassCDS Configuration Manager with his/her name and password.

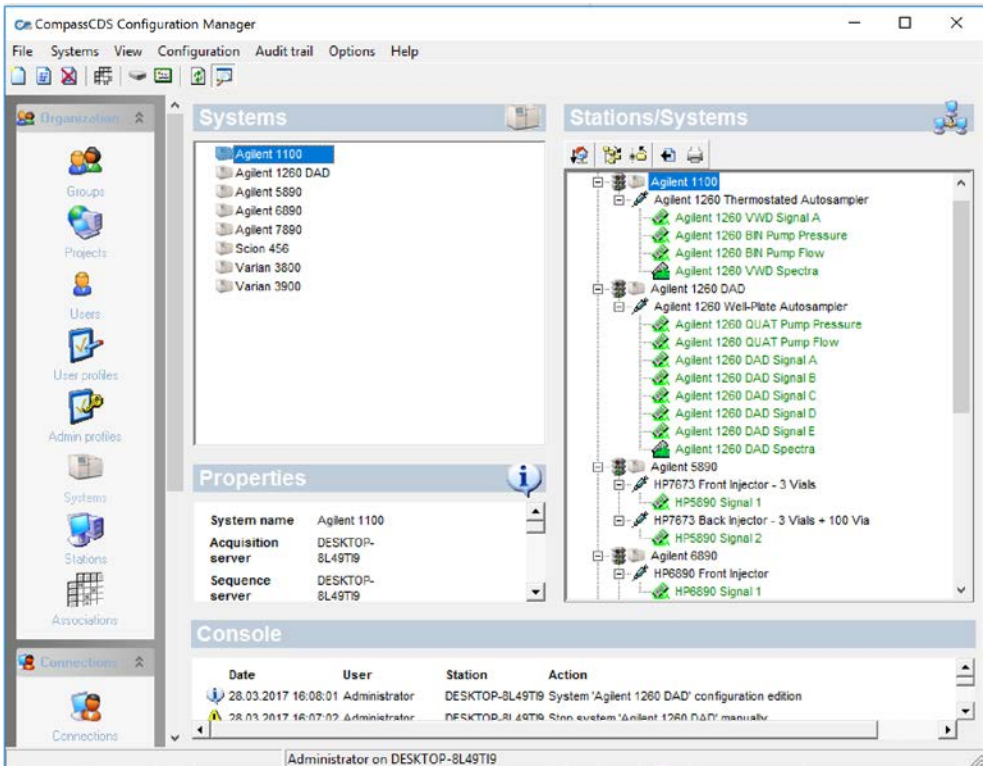
The password is case sensitive (abc ≠ ABC).



Main Screen Architecture

The main window is divided into:

- A browser (on the left) and one or three panels depending upon the type of information selected in the browser which has three sections (Organization, Connections, and Tools). Popup menus are available within the panels.



- A menu bar allows access to configuration parameters, audit trail options, etc. and is made up of the following options:

File:

Preferences: Used to configure user dependent display parameters..

Quit: To exit the CompassCDS Configuration Manager.

Groups/ Projects/ Users/ User profiles/ Admin profiles/ Stations/ Systems:

The title of this menu changes depending on which item is selected in the organization table.

New: To create a new item.

Edit: To display the editable properties of the selected item.

Delete: To delete the selected item.

Duplicate: To duplicate the selected item.

Export list: To export a list of the selected item.

Export properties: To export the properties of the selected item.

Print list: To print the selected item list.

Print properties: To print the properties of the selected item.

View:

Refresh: To refresh the database.

Show console: To turn the console display on or off.

Show properties: To turn the properties screen display on or off.

Groups: To directly display the Groups list.

Projects: To directly display the Projects list.

Users: To directly display the Users list.

User profiles: To directly display the User profiles list.

Admin profiles: To directly display the Admin profiles list.

Stations: To directly display the Stations list.

Systems: To directly display the Systems list.

Connections: To directly display the Connections screen.

Configuration:

Associations: To access the screen that allows an administrator to define links between items: associations of Groups / Projects / Users / User profiles, Systems and Paths definition (see page 42).

Security: To define the security parameters: lock user account, lock session, etc. (see page 46).

Password: To define the password configuration parameters: minimal length, expiration, history (see page 47).

Electronic signature: To configure electronic signature parameters (see page 49).

Parameters: To configure certain general parameters: calibration curve orientation, message of the day, etc.

Audit trail:

Current audit trail: To display the current audit trail (see page 53).

Audit trail archives: To display an archived audit trail (see page 55).

Configure audit trail: To select the actions to log in the audit trail (see page 61).

Configure reasons: To define the reasons that can be selected by users when changes are made either within the CompassCDS Configuration Manager or the CompassCDS Chromatography Data System (see page 61).

Tools:

Devices: To access the screen that enables instrument drivers to be manually updated (access reserved for Scion Instruments service engineers).

License: To access the license manager module to manually input additional license serial numbers.

Help:

Help: To access the on-line help.

About: To access the software information screen.

- The Configuration Manager also has an icon bar that enables rapid access to functions listed in the menu bar.

: Creates a new item.

: Edits the properties of a selected item.

: Deletes the selected item.

: Access the screen that enables an administrator to create and modify links between items: associations of Groups/ Projects/ Users/ User profiles/ Systems and Paths definition.

: Displays the current audit trail.

: Displays an archived audit trail.

: Accesses the license manager.

: Refreshes the database.

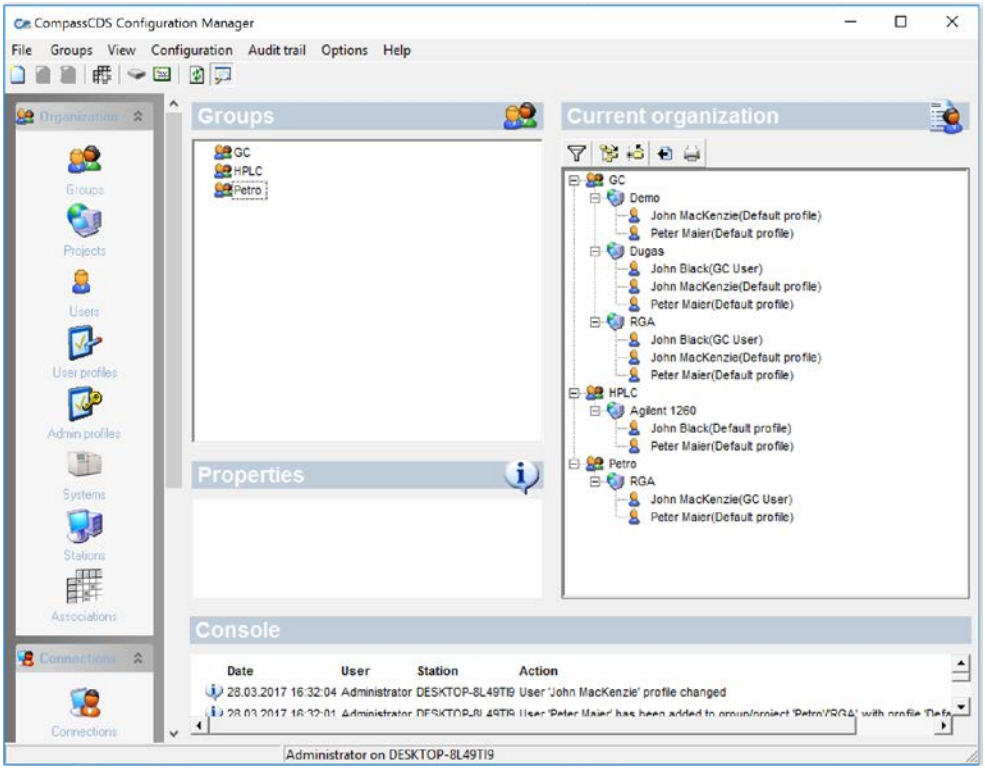
: Toggles the console display on or off.

- Configuration Manager also has a task bar that indicates the name of the connected administrator and name of the computer station.
- Configuration Manager also has a list of Shortcuts that enable access to certain functions.

Action	Shortcut
Display User list	Alt+1
Display Project list	Alt+2
Display Group list	Alt+3
Display User profile list	Alt+4
Display Admin profile list	Alt+5
Display System list	Alt+6
Display Station list	Alt+7
Display Connections	Alt+8

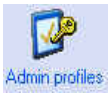
Action	Shortcut
Display Tools	Alt+9
Create a new item	Insert
Display all connections of the selected item	F7
Deletion of a selected item	Del
Duplication of a selected item	Ctrl+Ins
Display Preferences	F2
Exit application	Alt+F4
Display Organization	F6
Display Security parameters	Ctrl+Alt+5
Display Password parameters	Ctrl+Alt+6
Display Electronic signature parameters	Ctrl+Alt+7
Display Configuration parameters	Ctrl+Alt+9
Display current Audit trail	Ctrl+F5
Display Audit trail archive	Ctrl+F6
Configure reason for CompassCDS changes	Ctrl+F7
Configure reason for CompassCDS locks	Ctrl+F8
Configure reason for CompassCDS Configuration Manager changes	Ctrl+F9
Display the on line help	F1
Disconnect the selected item from its current position	Ctrl+D
Classify Stations/Systems by laboratory	F8
Stop the selected system	Ctrl+S
Start the selected system	Ctrl+R
Display properties	Ctrl+Enter
Full expansion of the tree	Ctrl+X
Full collapse of the tree	Ctrl+O
Show console	F3
Refresh the data base	F5
Export the selected list	Shift+Ctrl+E
Print the selected list	Shift+Ctrl+P
Export the tree	Ctrl+E
Print the tree	Ctrl+P
Print the properties of the selected item	Ctrl+Alt+P
Export the properties of the selected item	Ctrl+Alt+E
Display parameters to log in the audit trail list	Ctrl+Alt+8

Organization Tab



The Organization tab enables the creation and management of elements that constitute the structure of the organization (Users, Projects, Groups, User profiles, Admin profiles, Stations and Systems). These are displayed in the form of a tree which illustrates the associations between items or in the case of Stations and Systems, the associations between Laboratories/Stations/Systems. The properties and information about a selected item is also displayed.

The top left side of the window (Item lists) displays, in alphabetical order, a list of the defined items: Groups, Projects, Users, User profiles and Admin profiles, Stations and Systems. To access to an item family, an administrator selects the corresponding icon in the browser:

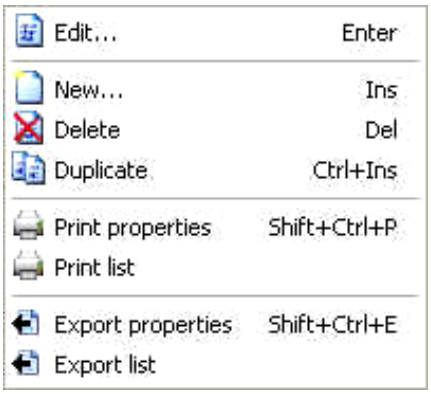
	Groups		Admin profiles
	Projects		Stations
	Users		Systems
	User profiles		Associations

In the Item lists, some item names can be preceded by a symbol to notify the connected administrator of the state of that particular item. These symbols are explained in the following table:

Item	Symbol	Meaning

User		Is an administrator
		User account locked
		User account deactivated
User profile		Is the default user profile
Admin profile		Is the default admin profile
Station		Is locked
		Is an acquisition server
System		Is locked

When an administrator right-clicks on an item, the following menu for that item is displayed.



Edit: opens the properties screen of the item for editing.

New: creates a new item.

Delete: Deletes the selected item(s). The Ctrl or Shift keys can be used to select several items in the list.

Duplicate: Duplicates the selected items. The Ctrl or Shift keys can be used to select several items in the list. The name of the duplicated item is prefixed with “Copy of”. In the case of the duplication of a User, the User ID is also prefixed with “Copy of” User ID and no password is defined by default.

NOTE: The duplication of Group, Project or User causes the creation of associations (Group/Project/User/User profile); a message advises the administrator to change the path if necessary. By default the same Group or Project path or User path is retained.

Export properties: Exports the properties of the selected item(s). In the case of multi the selection of multiple items, the information concerning all the selected items is exported in the same file. The export format is HTML.

Export list: Exports the list of the item(s) displayed on the screen. The export format is HTML.

Print properties: Prints the properties of the selected item(s). When multiple items are selected, the properties of all the selected items are printed.

Print list: Prints the list of the item(s) displayed on the screen.

When the item list is right clicked without any items being selected, a general popup menu is displayed. This menu has only the New, Print list, and Export list commands active.

The bottom left side of the window displays the properties of the item selected in an item list, or the information of the item selected in the right screen: *Current organization.*

The properties screen displays the parameters relative to the item selected in the Item list, whereas the information screen displays information on the item selected in the current organization and relative to the current association.

For example:

Item list: Creation of a new user.	**Properties :**
User name: John Doe	User name: John Doe
User ID: John	User ID: John
Initials: JD	Initials: JD
Password: john123	Password defined
E-mail address: jd@Scion Instruments.com	E-mail address: jd@Scion Instruments.com
Description: chemist	Description: chemist
User account: activated	User account: activated
Administrator with profile default_admin	Is an administrator Admin. Profile: default_admin
Can log on all my projects with profile profile1	Can log on all my projects with profile profile1
Allowed to work on Station1	Allowed stations: Station1
Associated to group1/p1 (path: C:\CompassCDS\Data\p1 and profile: default_profile).	Associated groups/projects: group1/p1
Current organization :	**Information :**
Select John Doe in the tree	Group name: group1 Project name: p1 User name: John Doe User ID: John Log on all projects with profile: profile1 Current path: C:\CompassCDS\Data\p1 Profile: default_profile Allowed stations: Station1

The right side of the window displays the Current organization which shows, in the form of a tree, a clear overview of the associations between Groups / Projects / Users / User profiles.

The following icon bar is available and it enables administrators to**:**

display only connections of the item selected in the Item list.

expand the tree.

reduce the tree.

export the tree.

print the tree.

When an administrator right-clicks on a Project or a User, a pop-up menu, this enables the removal of a Project and its associated Users from a Group, or the Removal of a User from a Project, appears.

When Stations or Systems are selected in the Organization tab, the right side of the window displays Stations/Systems organization in the form of a tree that provides a clear overview of the associations between Laboratories / Stations / Systems.

An icon bar is available: . It allows an administrator to:

classify Station / Systems by Laboratory, if any defined.

expand the tree.

reduce the tree.

export the tree.

print the tree.

When an administrator right-clicks on a system (if the connected administrator owns the corresponding right), a menu pops up that allows the system to be stopped or started. This function can be useful in cases when communication problems with a system occur.

NOTE: When selecting an item in the corresponding item list, it is displayed on a colored background, both in the item list and in the Current organization or Stations/systems screens, to show its association(s).

CompassCDS Configuration Manager Organization

The Organization Items

The Group

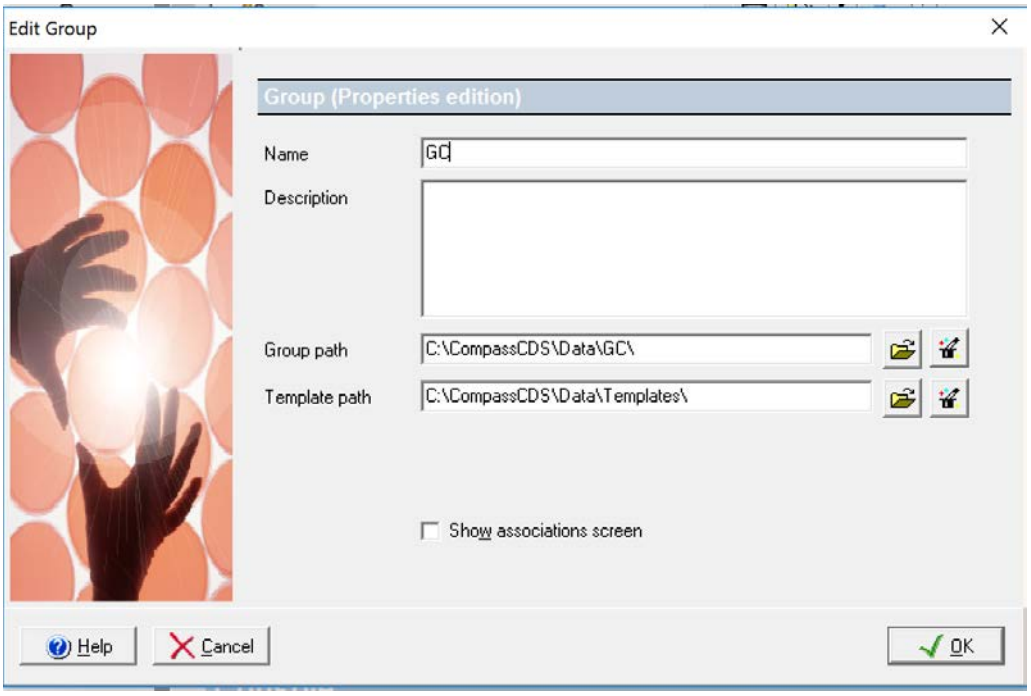
The group represents the first level in the Configuration Manager directory structure.

To display the group parameters, select the

icon in the organization browser.

Creating a Group

Right-click in the *Groups* panel, and select the *NEW* option in the popup menu, or select the *GROUPS/ NEW* menu option.



The Group properties wizard appears:

Enter the Group name (40 characters maximum), a description (255 characters maximum), (optional), the Group Path and the Template path. The group path is used to locate chromatographic data, methods, etc. The Template path defines the directory where the template methods are saved (See the CompassCDS Chromatography Data System User's Guide to learn more about the templates utility).

It is important to have a well-defined group path. All projects that are members of this group will automatically have a project path that is a subdirectory of this group data path.

NOTE: It is possible to define a group path that consists of a mapped network drive.

The Show associations screen checkbox causes the Associations screen to be displayed when this wizard is closed.

The group with displayed information is created by clicking the *OK* button.

Editing a Group

Any information concerning a particular group can be modified by double clicking on the group name, or selecting the *Edit* option in the group popup menu to access the properties screen.

The Project

The Project is the second level in the Configuration Manager directory structure.

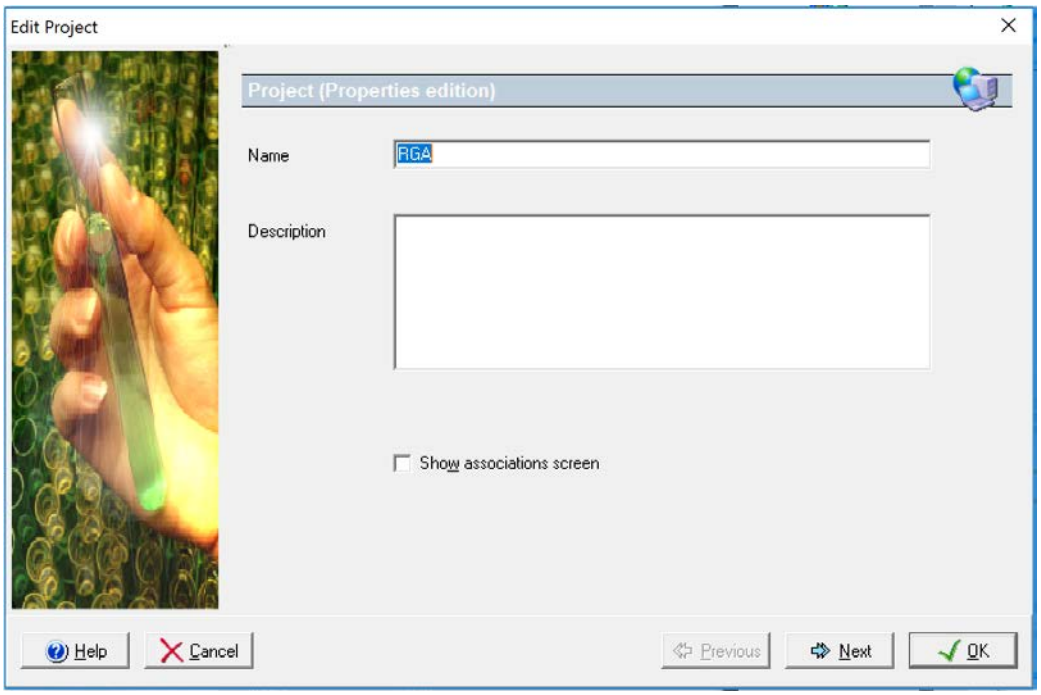
To display the Project parameters, select the

icon in the Organization browser.

Creating a Project

Right-click in the *Projects* panel, and select the *NEW* option in the popup menu, or select the *PROJECTS / NEW* menu.

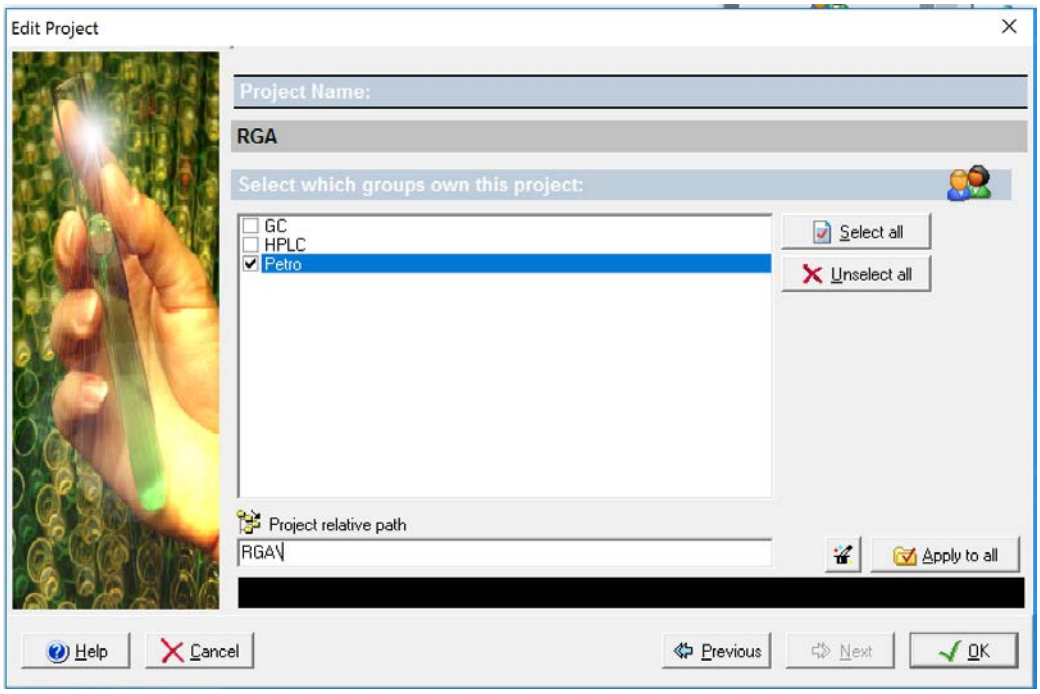
The Project properties wizard will appear:



Enter the Project name (40 characters maximum), and a Description (255 characters maximum, optional).

Checking the Show associations screen checkbox causes the Associations screen to be displayed when this wizard is closed.

Press the *Next* button to display the second screen:



It is possible to select the group(s) to which the project will be directly associated, in this screen. Once a project is associated to a group, the *project relative path* is activated, and this enables the administrator to define paths. To automatically add the name of the project in the *Project relative path* field, click on the button. To apply the relative path of this project to all the checked group/project associations, click on the Apply to all button.

To associate in a single step the project to all the defined groups, click the Select all button.

To remove in a single step the project from all the defined groups, click the Unselect all button.

The project is then created, with the displayed information, by pressing the OK button.

Editing a Project

Any information concerning a particular project can be modified by double clicking on the project name, or selecting the *Edit* option in the project popup menu to access the properties screen.

The User

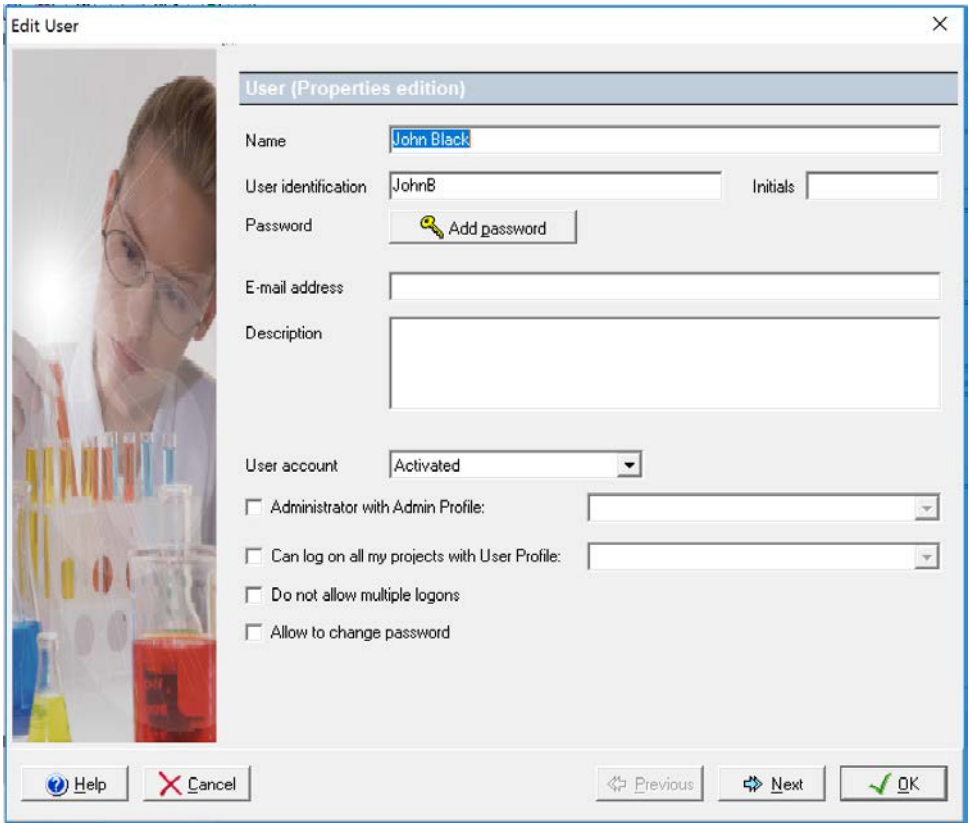
The user represents the user of the software. User can be considered the third level in the Configuration Manager Directory structure, as a path can be defined by user name to store data.

To display the user parameters, select the Users icon in the organization browser.

Creating a User

Right click in the *Users* panel, and select the *NEW* option in the popup menu, or select the *USERS / NEW* menu.

The User properties wizard will appear:



The following information fields need to be completed

Name: This is an informative field which appears everywhere on the CompassCDS reports where the Operator name is specified. This field is mandatory and must be unique within the CompassCDS Configuration Manager Database (40 characters maximum).

User ID: This is the user name entered in the logon box of CompassCDS (31 characters maximum). This field is mandatory, and needs to be unique within the CompassCDS Configuration Manager Database.

Initials: Initials are used by certain variables within CompassCDS to, for example, generate a data filename prefix or to save chromatograms in a directory corresponding to the user name (See the Tokens section in user profiles). This field is optional (4 characters maximum).

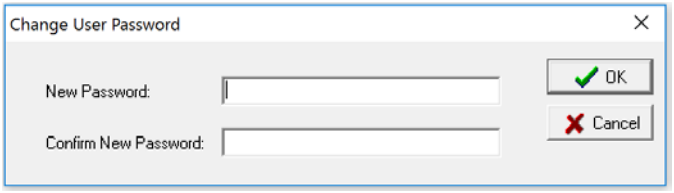
Password: Enter a password (40 characters maximum). This field is only mandatory if the administrator forces users to have a password (see the section dealing with password configuration).

Passwords are case sensitive, meaning that abc ≠ ABC. It is possible to use any of the ASCII characters to create a password.

To change a password, an administrator clicks on the

icon.

The following screen will be displayed:



The Administrator either enters a new password for the selected User (if the user has no rights to modify his/her password), or a temporary password (if the user has rights to modify his/her password) and then has to confirm it.

E-mail address: Defines the e-mail address of the user (100 characters maximum).

Description: Enables an administrator to enter any comments about the user (255 characters maximum). This field is optional.

User Account: This field is used to temporarily lock/unlock a user account in order to deactivate or to activate him/her. If a user account is locked, the user will be unable to connect to CompassCDS and the user name will be preceded by a padlock in the Item list in the top browser. When a user account is deactivated, this user is removed from all group/projects in the Organization view and from the organize screen but it is still listed in the list of users.

Administrator with profile...: This field is checked to provide CompassCDS Configuration Manager access permission to a user by making this user a member of the Administrator group. An admin profile must be selected in the associated scrolling list, to define the rights of this administrator in the CompassCDS Configuration Manager. By default the *Default admin profile* is selected.

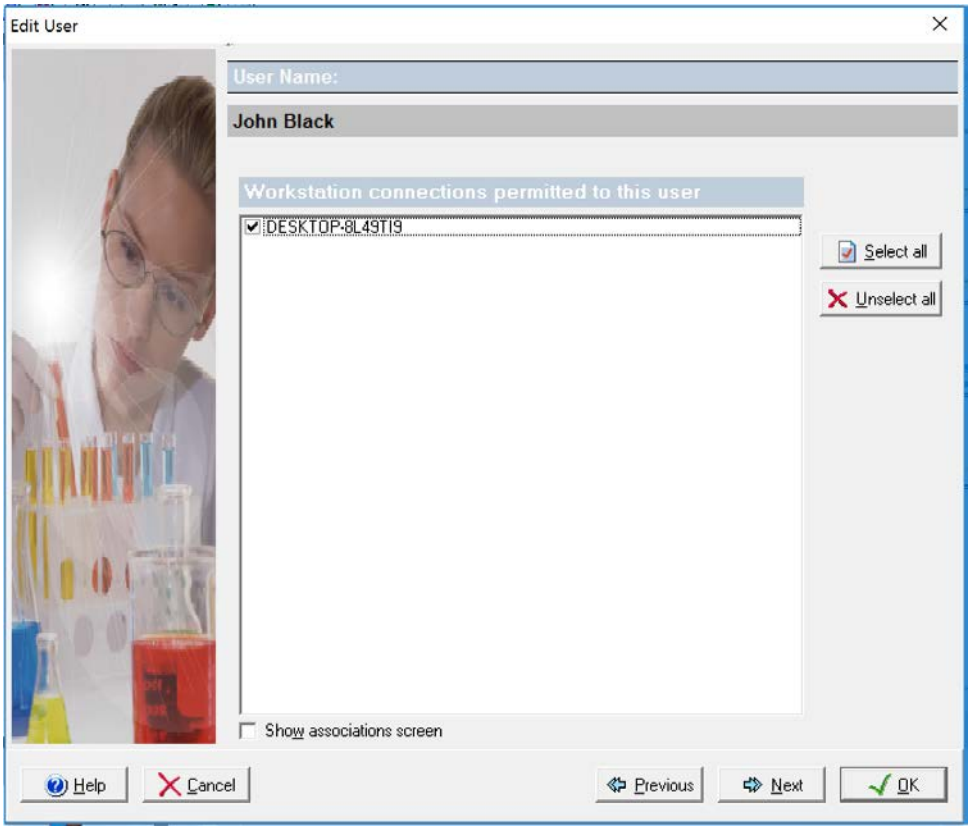
NOTE: It is possible to create administrators with unique profiles that have different levels of permissions.

Can log on all my projects with profile...: This field is checked to provide the user the right to connect to a group folder within CompassCDS and not just to within in a group / project folder. This enables user to access all the projects associated with a particular group in the same session. A User profile must be selected in the associated scrolling list, to define the rights of this user in CompassCDS. By default the *Default user profile* is selected.

Do not allow multiple logons: Checking this field prevents the user from connecting to more than one CompassCDS session at a time.

Allow to change password: Checking this field enables the user to change the password from within an active CompassCDS session.

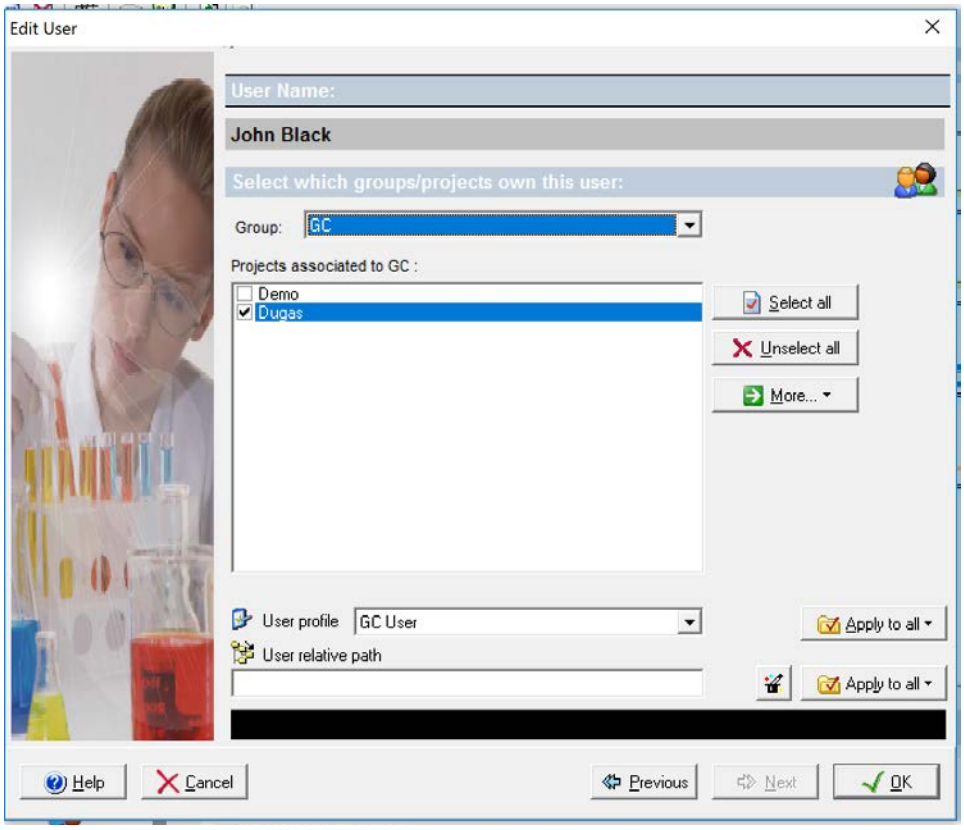
Once these fields have been completed, clicking on the *Next* button displays the following screen:



In this screen, the stations (CompassCDS client computers) that the user is authorized to connect to can be selected by an administrator.

The Show associations screen checkbox causes the Associations screen to be displayed when this wizard is closed.

Pressing the *Next* button displays the third screen:



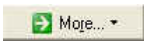
It is possible to select the group(s) and then the project(s) to which the user will be directly associated in this screen. Once a user is associated to a group/project, the *user profile* and the *user relative path* fields are activated, allowing the administrator to define both the user profile and the user relative path (optional).

Clicking the

button associates the user to all the projects of a group in a single step.

Clicking the

button removes the user from all projects of a group in a single step.

Clicking the 

button associates the user with a selected project in all groups. Select the *Associate to 'project name' in all groups'* option. To remove the user from the selected project in all groups, select the *Remove from 'project name' in all groups'* option.

Clicking the

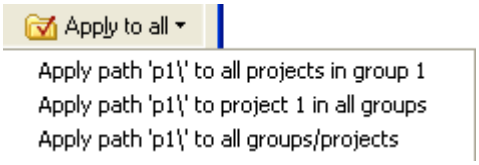
button associates the user with all the existing group/project associations. Select the *Associate to all groups/projects* option. To remove the user from all defined groups/projects, select the *Remove from all groups/projects* option.

Filling the *Path* and *User profile* fields automatically:

To automatically add the name of the user in the *User relative path* field, click on the
button.

To apply the relative path of this user to all the projects associated to the selected group, click on the

button. Clicking on the arrow provides several options:


Apply to all
Apply path 'p1\' to all projects in group 1
Apply path 'p1\' to project 1 in all groups
Apply path 'p1\' to all groups/projects

The *Apply path 'X' to all projects in 'group name'* leads to the same action, as selecting, *Apply to all would*.

To apply this user relative path to a specific project in all the defined groups, select the *Apply path 'X' to 'the selected project' in all groups'* option.

To apply this user relative path to all the existing groups/projects, select the *Apply path 'X' to all groups/projects* option.

To apply the user profile of the selected user to all the projects associated to the selected group, click on the

button. Clicking on the arrow provides several options:

Apply to all
Apply profile Default profile to all projects in group 1
Apply profile Default profile to project 1 in all groups
Apply profile Default profile to all groups/projects

The *Apply profile 'profile name' updates all projects in 'group name'* resulting the same action as selecting *Apply to all would*.

To apply this user profile to a specific project in all defined groups, select the *Apply profile 'X' to 'project name' in all groups'* option.

To apply this user profile to all the existing groups/projects, select the *Apply profile 'profile name' to all groups/projects* option.

The user can then be created, including all the entered information, by clicking the *OK* button.

Editing a User

To modify any information concerning a particular user, an administrator can double click on the particular user name, or select the *Edit* option in the user popup menu to access the properties screen, and make the changes as needed.

The Admin Profile

The Admin profile represents the rights (permissions or privileges) given to an administrator when he/she logs in a CompassCDS Configuration Manager session.

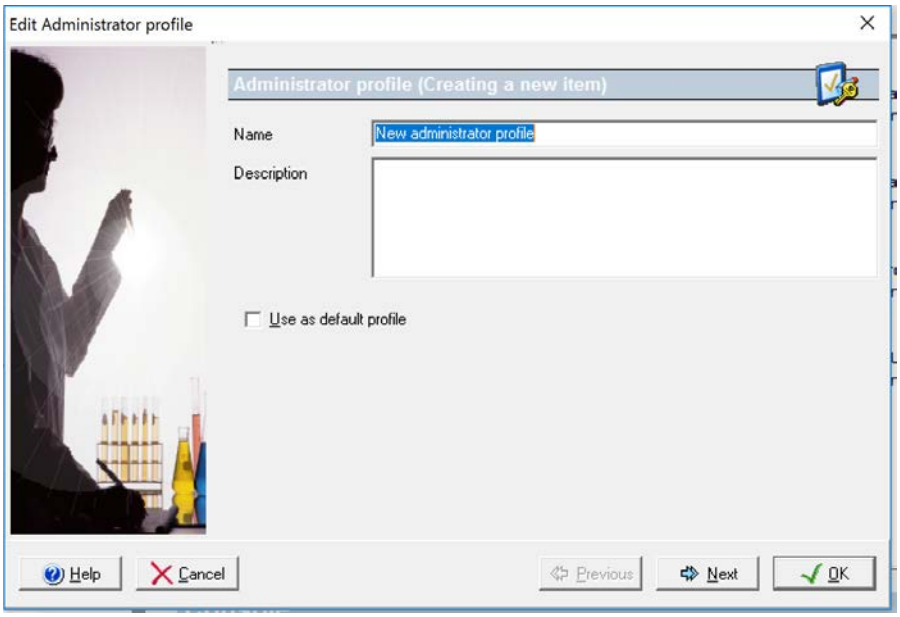
To display the Admin profile parameters, select the

icon in the organization browser.

Creating a New Admin Profile

Right click in the *Admin profiles* panel, and select the *New* option in the popup menu, or select the *ADMIN PROFILES / NEW* menu.

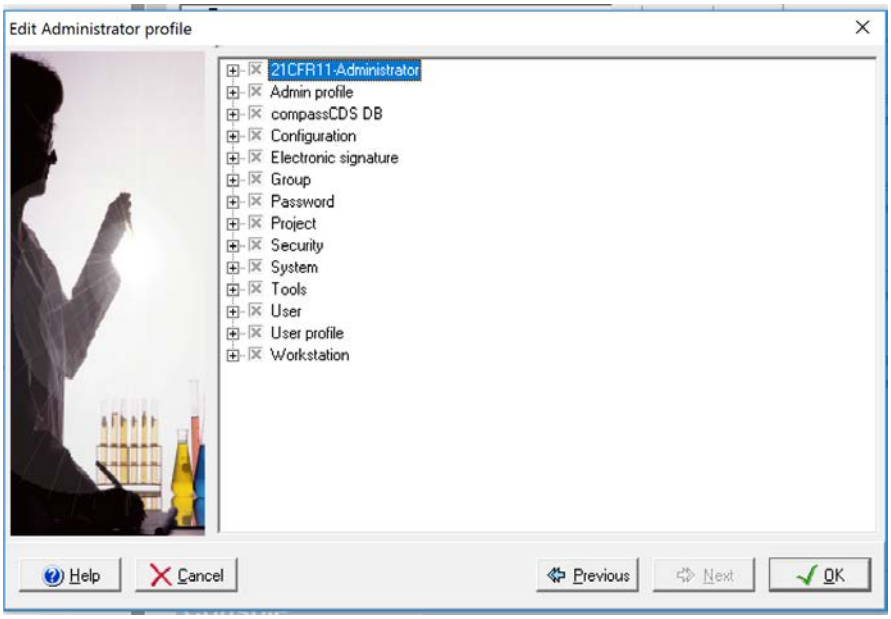
The Admin profiles properties wizard will appear:



Enter the Profile Name (40 characters maximum), and the description (255 characters maximum, optional.

The Use as default profile option can be checked in order to define this current Admin profile as default. Every time a new administrator is created, the default admiin profile will be assigned.

Clicking the *Next* button displays the second screen:



This screen defines the privileges allowed for this Admin profile, a privilege corresponds to an option within the CompassCDS Configuration Manager. Privileges are displayed grouped by sections and sub sections. To add/remove/modify privileges, an administrator selects each section from the list, then checks the box in front of the function to either allow it or unchecks the box to forbid it. If a function is unchecked, it will not be accessible to administrators with this admin profile in the CompassCDS Configuration Manager.

The following table lists the privileges available for use within Admin profiles:

Section	Sub sections	Action
Group	Create	Allow to create group
	Properties/ Modify name	Allow to modify group name
	Properties/ Modify description	Allow to modify group description
	Delete	Allow to delete group
	Overview	Allow to access the function that allows displaying only the connections of the item selected in the Item list.
Project	Create	Allow to create project
	Properties/ Modify name	Allow to modify project name
	Properties/ Modify description	Allow to modify project description
	Delete	Allow to delete project
	Overview	Allow to access the function that allows displaying only the connections of the item selected in the Item list
User	Create	Allow to create user
	Properties/ Modify name	Allow to modify user name
	Properties/ Modify user ID	Allow to modify user ID
	Properties/ Modify Initials	Allow to modify user initials
	Properties/ Modify description	Allow to modify user description
	Properties/ Modify e-mail address	Allow to modify the e-mail address
	Properties/ User account	Allow to change the user account
	Properties/ Log on all my projects	Allow to log on all my projects
	Properties/ Change password	Allow the administrator to change password (from CM)
	Allow the user to change his password from CDS application	Allow the user to access the change password option in CompassCDS
	Properties/ Modify allowed stations	Define the stations allowed for this user
	Properties/ Modify administrator rights and profile	Allow to give the administrator right to a user and to define the associated admin profile
	Properties/ Do not allow multiple logons	Forbid user to connect in several CompassCDS Chromatography Data sessions.
	Delete	Allow to delete user
	Overview	Allow to access the function that allows displaying only the connections of the item selected in the Item list.
User Profile	Create	Allow to create user profile
	Properties/ Modify name	Allow to modify user profile name
	Properties/ Modify description	Allow to modify profile description

Section	Sub sections	Action
	Properties/ Define profile by default	Allow to define user profile as default user profile
	Properties/ Modify privileges	Allow to access the privileges list of user profile and to modify it.
	Properties/ Modify token directory mask	Allow to modify the token mask
	Delete	Allow to delete user profile
Admin Profile	Create	Allow to create admin profile
	Properties/ Modify name	Allow to modify admin profile name
	Properties/ Modify description	Allow to modify admin profile description
	Properties/ Define profile by default	Allow to define admin profile as default admin profile
	Properties/ Modify privileges	Allow to access the privileges list of admin profile and to modify it
	Delete	Allow to delete profile
Station	Create	Allow to create station
	Properties/Modify name	Allow to modify station name
	Properties/Modify description	Allow to modify station description
	Properties/Define as acquisition server	Allow to define the station as acquisition server
	Properties/Lock	Allow to lock or unlock the station
	Properties/Modify users allowed	Allow to modify users allowed to connect to the station
	Delete	Allow to delete station
System	Create	Allow to create system
	Properties/Modify name	Allow to modify system name
	Properties/Modify description	Allow to modify system description
	Properties/Modify laboratory name	Allow to modify laboratory name
	Properties/Modify acquisition server	Allow to modify associated acquisition server
	Properties/Modify sequence server	Allow to modify associated sequence server
	Properties/Lock	Allow to lock /unlock the system
	Properties/Modify driver selection	Allow to modify the drivers selection
	Properties/Modify injector logical name	Allow to modify the injectors logical name
	Properties/Modify detector name and unit	Allow to modify the detector unit and conversion factor
	Properties/Configure system	Allow to configure system
	Start or stop system	Allow to start or stop system from CM
	Delete	Allow to delete system
Security	Lock user account after successive failed attempts	Allow to lock user account after successive failed attempts
	Lock administrator account after successive failed attempts	Allow to lock administrator account after successive failed attempts
	Lock session after a period of inactivity	Allow to lock the session after a defined period of inactivity
	Lock on user decision	Allow to lock the station on user decision
	Hide user at logon	Allow to hide the user identification at logon

Section	Sub sections	Action
	Password	Minimum password length
	Maximum user password age	Access the maximum password age parameter of user password
	Maximum administrator password age	Access the maximum password age parameter of administrator password
	History	Access the history parameters
Tools	License manager/ Add	Allow to add license
	Print the database	Allow to print the database
	Available devices	Access the available devices menu
Configuration	Organization/ Current organization	Allow to modify association between items in the organization configuration screen
	Organization/ Change paths	Allow to modify paths
	Organization/ Change systems	Allow to modify the systems association
	Parameters/ Calibration curve orientation	Allow to modify the calibration curve orientation (response versus concentration or concentration versus response)
	Parameters/ Message of the day	Allow to modify the message of the day
Electronic signature	Change electronic signature parameters	Allow to modify electronic signature parameters
21CFR11-administrator	Parameters to list in the audit trail	Allow to define the items and events to list in the audit trail
	View audit trail	Allow to display the current audit trail
	Create archive	Allow to create archive of the current audit trail
	Identification for archive creation	Forces the admin to enter User ID and password when archiving the CM audit trail
	View archive	Allow to view an archived audit trail
	Create archive and clear current audit trail	Allow to create archive of the current audit trail and to clear it
	Can read reasons & comments	Allow to read reasons & comments in audit trail
	Mandatory reason for change	Force user to enter a reason when he changes some parameters in CM
	Mandatory comments for change	Force user to enter comments when he changes some parameters in CM
	Modify reasons for Configuration Manager change list	Allow administrator to modify the list of reasons for changes in CM
	Modify reasons for Chromatography Data System change list	Allow administrator to modify the list of reasons for chromatogram changes in CompassCDS
	Modify reasons for chromatogram lock list	Allow administrator to modify the list of reasons for chromatogram lock in CM

NOTE: To de-select all the privileges of a section or of a sub section in a single step, uncheck the section or sub -section title.

If all the privileges of a section or sub-section are unchecked, the section or sub- section title can be checked to select all the associated privileges in a single step.

NOTE: To apply the changes made in the admin profile, a connected administrator to whom the modified admin profile has been assigned the current administrator who created the profile must log out of the Configuration Manager session and the new administrator must then log in.

Enter the changes made by clicking the *OK* button.

Editing a Admin Profile

To change any information concerning a particular admin profile, an administrator double clicks on the admin profile name, or selects the *Edit* option in the admin profile popup menu. This will access the properties screen, and user can make changes as needed.

The User Profile

The User profile represents the rights (permissions or privileges) assigned to a user when /user logs in to a CompassCDS session.

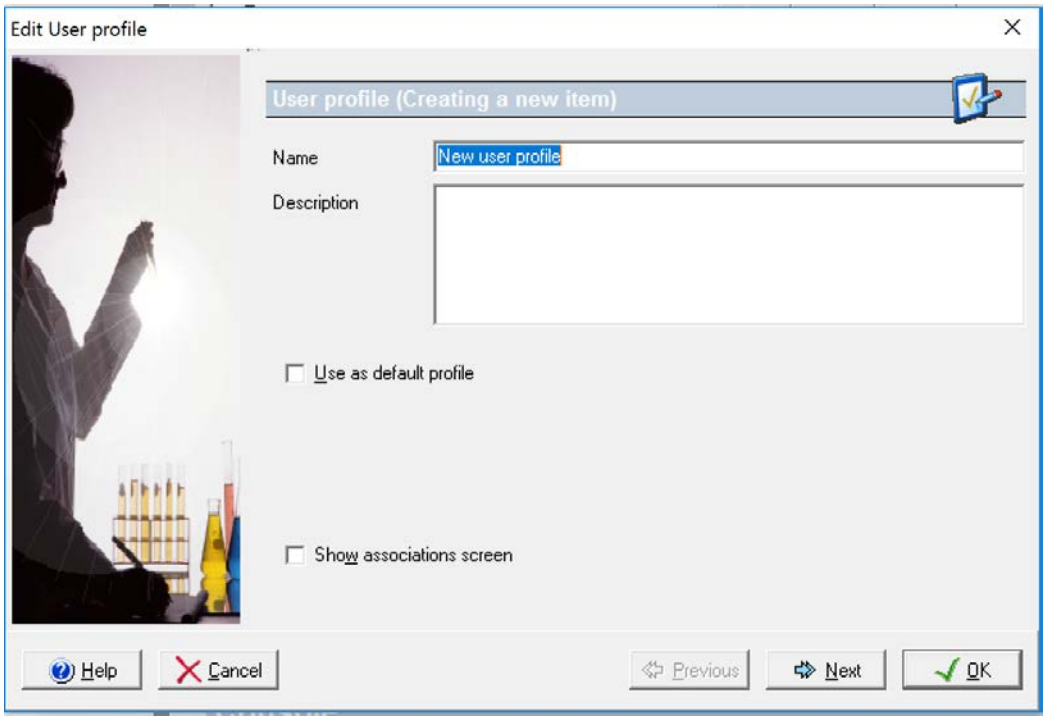
To display the User profile parameters, the

icon in the organization browser is selected.

Creating a New User Profile

Right click in the *User profiles* panel, and select the *NEW* option in the popup menu, or select the *USER PROFILES / NEW* menu.

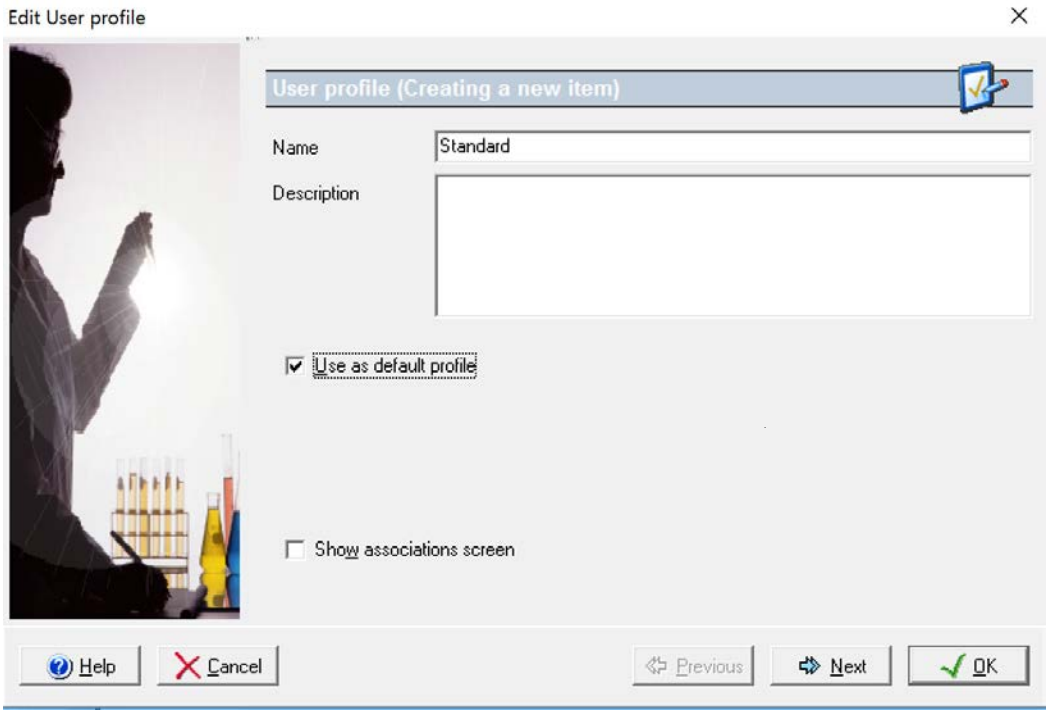
The User profiles properties wizard will appear:



Enter the Profile Name (40 characters maximum), and the description (255 characters maximum, optional).

To define this current User profile as default, the Use as default profile option can be checked. Every time a new user is associated with a group/project, the user is then automatically assigned the default user profile.

Clicking the *Next* button advances to the second screen:



This screen defines the privileges associated with a particular User profile. A privilege corresponds to an option within CompassCDS. Privileges are displayed grouped by section and sub-sections. To enable a privilege and make it available within CompassCDS, it is selected from the list and the checkbox that precedes that function is checked. To disallow the privilege, the box is unchecked. If a function is unchecked, it will not be accessible to users with this user profile in CompassCDS.

The following table lists the privileges available for use within User profiles:

Section	Sub sections	Action
File	Close all	Closing all opened files
	Save all	Saving all opened files
	Quit	Closing the CompassCDS Chromatography Data System session
	Preferences	Access the preferences menu (keep in memory system channel colors, show console, etc.)
Display	Display data tab	Display the Data tab
	Display systems tab	Display the Systems tab
	Display calibration tab	Display the Calibration tab
	Display toolbars	Display toolbars
	Display Audit Trail	Display the Audit Trail
	Display suitability log	Display suitability log

Section	Sub sections	Action
Chromatogram	Open chromatogram	Access the function: open chromatogram
	Close chromatogram	Access the function: close chromatogram
	Edit chromatogram properties	Access the function: chromatogram properties
	Save chromatogram	Access the function: save chromatogram
	Save Chromatogram Method	Allow the user to overwrite the method associated to the chromatogram with the current chromatogram one
	Lock/ Lock chromatogram	Allow the user to lock chromatogram
	Lock/ Unlock chromatogram	Allow the user to unlock chromatogram
	Lock/Mandatory reason for chromatogram lock/unlock	Force user to enter a reason when locking or unlocking a chromatogram.
	Lock/Mandatory comment for chromatogram lock/unlock	Force user to enter comments when locking or unlocking a chromatogram.
	Chromatogram display/ Display peak properties	Display the peak properties
	Chromatogram display/ Show peak markers	Display the peak markers
	Chromatogram display/ Show peak name	Display the peak name
	Chromatogram display/ Show baseline	Display baseline
	Chromatogram display/ Show event markers	Display event markers
	Chromatogram display/ Show event name	Show event name
	Chromatogram display/ Show peak identification window	Display peak identification window
Method	New method	Access the function: new method
	New method from template	Access the function: new method from template
	Open method	Access the function: open method
	Close method	Access the function: close method
	Save method	Access the function: save method
	Save method as	Access the function: save method as
	Save method as template	Access the function: save method as template
	Edit variables	Editing of the variables (method menu)
	Edit control parameters	Editing of the control parameters
	Edit acquisition parameters	Editing of the acquisition parameters
	Edit preprocessing parameters	Editing of the pre-processing parameters
	Edit integration event parameters	Editing of the integration events

Section	Sub sections	Action
	Edit peak identification parameters	Editing of the peak identification table
	Edit group identification parameters	Editing of the group identification table
	Calibration/ Edit calibration parameters	Editing of the calibration parameters
	Edit format parameters	Editing of the formats (peaks, groups and chromatograms)
	Edit peak report format	Editing of the peak report
	Edit group report format	Editing of the group format
	Edit chromatogram format	Editing of the chromatogram format
	Edit peak annotation	Editing of the peak annotation (icon and display menu / annotation)
	Edit event annotation	Editing of the annotation events (icon and display menu / annotation)
	Edit suitability test parameters	Editing of the suitability tests parameters
	Edit export parameters	Editing of the export parameters
	Edit post processing parameters	Editing of the post processing parameters
	Edit report style parameters	Editing of the printing report parameters
	Edit summary report parameters	Editing of the summary report list associated to the method
	Column Ageing	Activation of the Column Ageing function
	Retention index	Activation of retention index calculation function (associated to edit peak identification parameters)
	Retention index for olfactometry	Activation of retention index calculation function for olfactometry (associated to edit peak identification parameters and retention index)
	Ability to create variables	Allows the user to create variables
	Ability to lock variable	Allows the user to lock user input or user formula variables
	Ability to delete variables	Allows the user to delete variables
	Overwrite variable repository	Allow the user to overwrite the variable repository with the current one.
Reporting	New report style	Access the function: new report style
	Open report style	Access the function: open report style
	Print	Access the print function
	Print preview	Access the print preview function
Baseline Monitoring	Start monitoring baseline (etc.)	Access the monitoring baseline function (initial conditions).
Acquisitions/ systems properties	Stop all acquisitions	Access the stop button on all acquisitions started
	Use token directory for data path	Create automatic project subdirectory to store chromatogram files

Section	Sub sections	Action
	Can modify all acquisition run lengths	Allow to modify the acquisition length of all acquisitions
	Can modify acquisition run length of acquisitions started by the connected user	Allow to modify the acquisition length of acquisitions started by the connected user
	Allow to discard buffered files	Permission to discard acquisitions points stored in the MIB Interface Buffer
	Allow to start and stop systems	Allow to start and stop systems from CompassCDS. Can be used in case of communication problem with the chromatographic system
	Mandatory reason for start and stop systems	Force user to enter a reason when he starts or stops a system
	Mandatory comment for start and stop systems	Force user to enter comments when he starts or stops a system
	Allow to run instrument maintenance software	Allow the user to access the instrument maintenance software.
Quick start	Start Quick start	Access to the Quick start function
Sequence	New sequence	Access the new sequence function
	Do not overwrite sequence	To prevent user from overwriting a sequence
	Enable automatic save	To create a sequence which name is sequence name time stamp each time a sequence is run. This option has to be activated if token name have been defined in the chromatogram name (acquisition parameter), and the user wants to create a REPL from the sequence, or sign a batch of chromatograms coming from this sequence.
	Open sequence	Access the open sequence function
	Start sequence	Access the start button in the sequence
	Stop sequence	Access the stop button in the sequence
	Pause sequence	Access the pause button in the sequence
	Save sequence	Access the save sequence function
	Save as sequence	Access the save as sequence function
	Close sequence	Access the close sequence button
	Use remote sequence	Provides access to the remote sequence option
Processing	Integrate	Access the integrate function (icon, processing menu)
	Reprocessing single / Integration	Access the integrate function of the reprocessing single screen
Reprocessing list	New reprocessing list	Access the new reprocessing list-function
	Open reprocessing list	Access the open reprocessing list function
	Start reprocessing list	Access the start button in the reprocessing list
	Save reprocessing list	Access the save reprocessing list function
	Save as reprocessing list	Access the save as reprocessing list function

Section	Sub sections	Action
	Do not overwrite reprocessing list	Prevent a user from overwriting the reprocessing list
	Stop reprocessing list	Access the stop button in the reprocessing list
	Close reprocessing list	Access the close reprocessing list button
Manual Integration	Select mode	Access the select peak icon
	Move marker mode	Access the move marker icon
	Add peak mode	Access the add peak icon
	Delete current peak	Access the delete peak icon
	Undo last action	Access the undo last action icon
	Split peak mode	Access the split peak icon
Calibration curve	Open calibration curve	Access the open calibration curve function
	Do not overwrite calibration curve	Prevent a user from overwriting the calibration curve
	Close calibration curve	Access the close calibration curve function
	Save calibration curve	Access the save calibration curve function
	Open calibration curve	Access the open calibration curve function
	Use M and D factors for curve building	To allow the user to build calibration curve using M and D factors for standards (if the profile is not activated those factors are not used, even if they are assigned values). M and D are equally used for the quantification of standard samples
Results	Manual operations	Access the manual operations list applied to a chromatogram
	Peak results	Access the peak results table
	Group results	Access the group results table
Summary report	New summary report	Access the new summary report function
	Open summary report	Access the open summary report function
	Save summary as	Access the save summary as function
21CFR11-user	Chromatogram management/ Do not overwrite chromatogram	Prevent a user from overwriting chromatograms when running a Quick start or a sequence
	Chromatogram management/ Print as PDF	Access the PDF generation option
	Audit trail/ Archive method	Archive successive versions of methods
	Audit trail/ Archive chromatogram	Archive successive versions of chromatograms
	Audit trail/ Archive calibration curve	Archive successive versions of calibration curves
	Audit Trail/ Archive sequence	Archive successive versions of sequences
	Audit Trail/ Archive reprocessing list	Archive successive versions of reprocessing lists
	Audit trail/ Mandatory reason for change	Users chooses a reason from a list to justify the change
	Audit trail/ Mandatory comment for change	To force the user to enter a comment to justify the change made
	Audit trail/ Do not clear audit trail	To prevent a user from clearing the audit trail

Section	Sub sections	Action
	Audit trail/ Do not get archive	To prevent a user from accessing the get archives button and allowing user to update an archive
	Audit trail/ Ability to see reason and comments	To access the option that displays the reason and comments entered by user when he saved the file
	Electronic signature/ Sign off chromatograms	Allow access to the Chromatogram Sign off function
	Electronic signature/Review chromatogram signatures	Allow access to the Chromatogram Signature review function
	Electronic signature/ As representative of sign off user for chromatograms	Allow user to sign only this chromatogram
	Electronic signature/Allow batch sign at once	Allow the user to sign in a single step a selection of chromatograms.
Session	New login	Access the new login function. ALL the parameters of the database must be considered (profiles, system rights, etc.)
Help	Help	Access the on-line help
	About	Access the about screen

If the *Acquisitions / systems properties / use token directory for data path* privilege has been selected, the *Next* button becomes available. Clicking on it will display the following screen:

A token is a tool that enables a user to automatically create a directory in which the acquisitions (quick start or sequence) the user performs will be stored. This directory is always a sub-directory of the project directory.

A token is defined by variable(s) and/or text, which must be defined in the previous screen.

To define variables in the token mask, an administrator clicks the

button, and then double clicks on the variable name to be added. Several variables can be defined in the same token mask. The available variables are:

$Day1: Day with one digit minimum from 1 to 31.

$Day2: Day with two digits minimum from 01 to 31.

$Daylong: Day from Monday, Tuesday to Sunday.

$Dayshort: Day with three characters from Mon, Tue to Sun.

$Group: Group in which the user has logon.

$Initials: Initials of the operator as defined in the Users/Edit wizard.

$Logon: Current logon name.

$Month1: Month with one digit minimum from 1 to 12.

$Month2: Month with two digits minimum from 01 to 12.

$Project: Project in which the user has logon.

$System: Name of the system on which the acquisition was performed.

$Week: Week of the year from 1 to 52.

$Year2: Year with two digits minimum from 00 to 99.

$Year4: Year with four digits minimum from 1999 to 9999.

$Laboratory: Name of the laboratory that owns the system that performs the acquisition.

The variable names can be typed by the administrator. In this case, it is important to remember to precede the variable name by '$'. Characters other than listed variables will be created as these are entered. As a consequence, it is important to not enter any point or slash in this window.

For example, if a token QC_$Initial_$Day2_$Month2 is entered, the chromatograms are saved in a directory named QC_JD_05_12, if the user John Doe starts a sequence on the fifth of December.

It is also possible to create different levels of token by defining a '\' between variables. For example Year4\Month2\Day2, creates a directory for the year, then a sub directory for the month, and then a sub directory for the day.

Enter the changes made by clicking the *OK* button.

Editing a User Profile

To change any information concerning a particular user profile, just double click on this user profile name, or select the *Edit* option in the user profile popup menu to access the properties screen, and make the changes as needed.

The Stations / Systems Items

The CompassCDS Configuration Manager allows the administrator to manage all the stations and systems connected to a CompassCDS network.

The Station

A station represents the computer on which CompassCDS is installed.

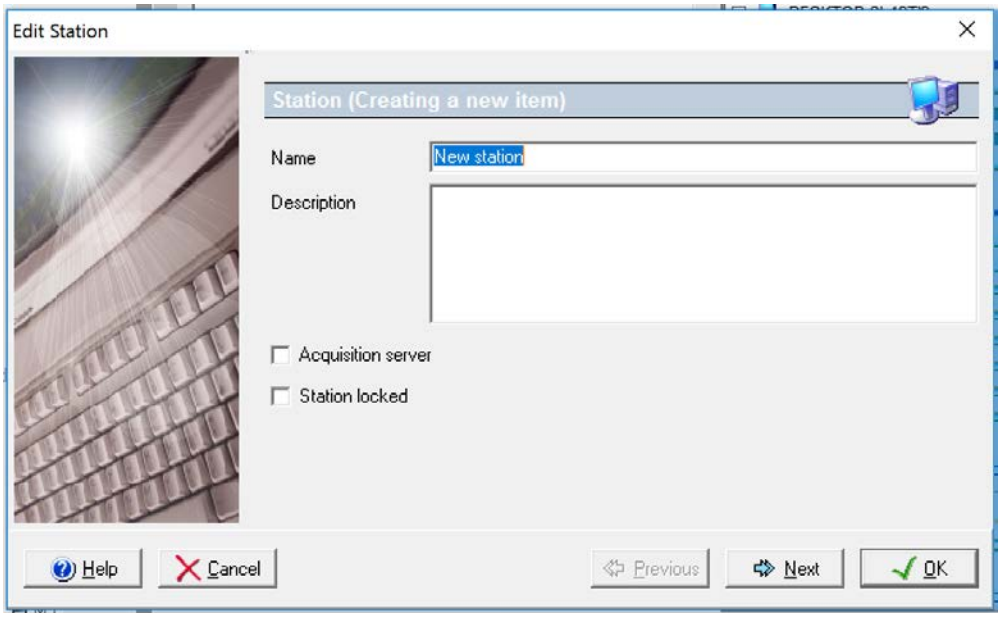
To display the Station parameters, select the

icon in the Stations / Systems browser.

Editing a Station

To change any information concerning the station, just double click on this station name, or select the *Edit* option in the station popup menu to access the properties screen, and make the changes as needed.

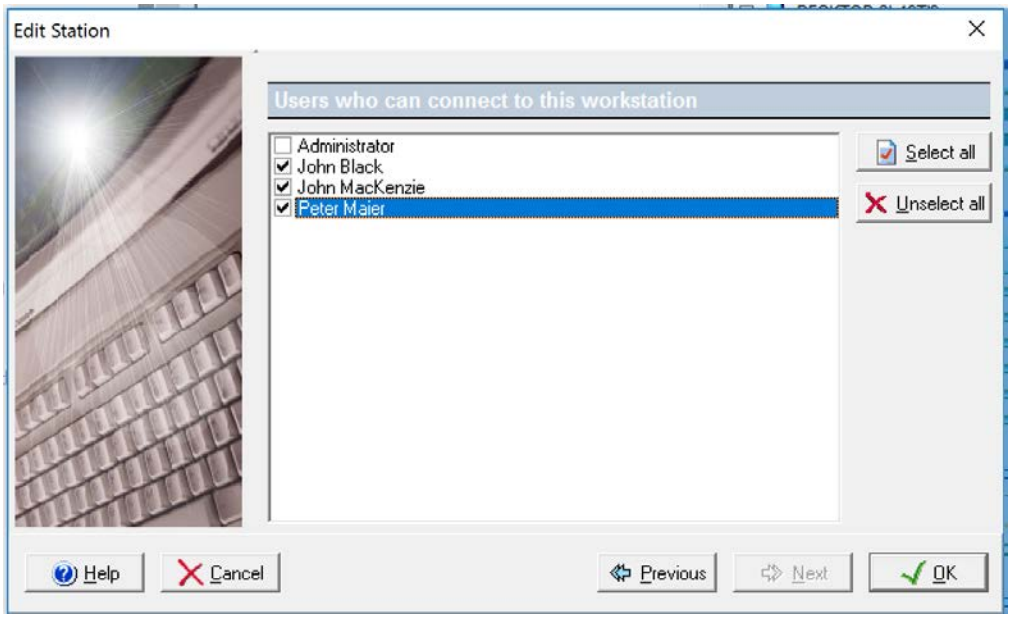
The Station properties wizard appears:



Fill in the following information:

- Name: Name of the station (40 characters maximum),
- Description: Description of the station (255 characters maximum), this field is optional.
- Station locked: Allows the administrator to temporarily lock the current station. No one will be able to log on to CompassCDS or on to the CompassCDS Configuration Manager from this station while it is locked. When a station is locked, it is displayed with the symbol in the station list and in the stations / systems screen.
- Acquisition server: This is a very important field that indicates that the station is designated as an acquisition/control server of the systems. This option MUST be checked.

Press the *Next* button to advance to the second screen:



In this screen, you have to define the list of users that will be authorized to start a CompassCDS session on this station.

The System

A system represents a chromatographic system, composed of different modules (autosampler, detector, etc.). Systems are running as services. Each time a system is running, the corresponding service is started.

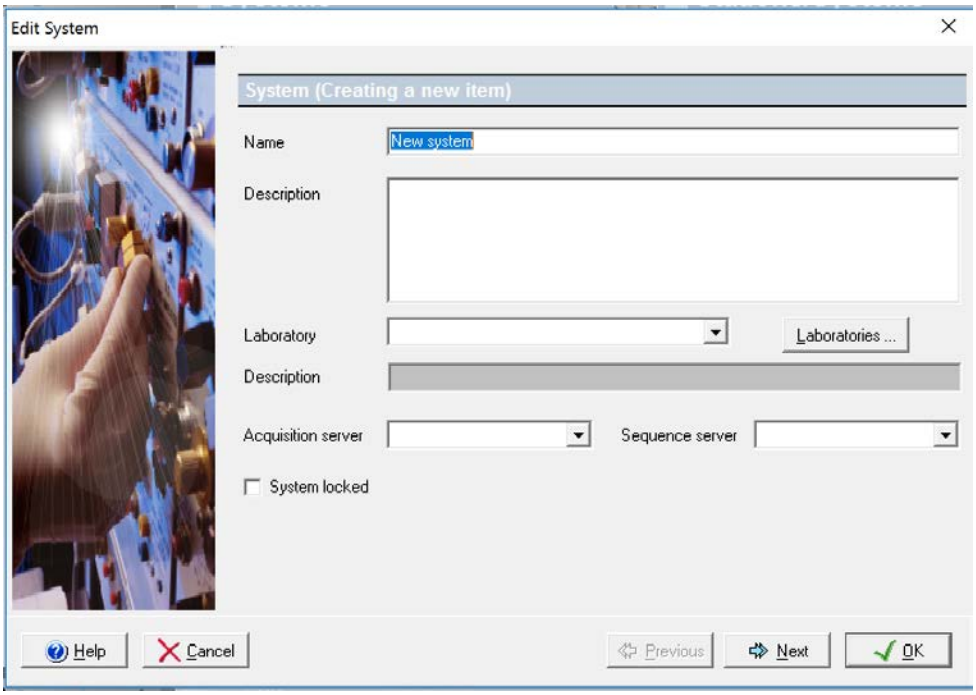
To display the System parameters, select the

icon in the Stations / Systems browser.

Creating a New System

Right-click in the *Systems* panel, and select the *NEW* option in the popup menu, or select the *SYSTEMS / NEW* menu.

The System properties wizard appears:



Fill in the following information:

- Name: Name of the system (40 characters maximum). The characters that are authorized are: alphanumeric characters, spaces, minus signs, plus signs and underscores.
- Description: A description of the system (255 characters maximum), this field is optional.
- Laboratory: The name of the laboratory that owns the system (40 characters maximum), this field is optional.
- Acquisition server: To define the station that manages the system.
- Sequence server: To define the station that manages the acquisitions performed on this system.
- System locked: Allows the administrator to temporarily lock the system, that will not be accessible from any station, neither Acquisition nor Control will be possible. This is useful for the routine maintenance of an instrument. When a system is locked, it is displayed with the symbol in the station list and in the stations / systems screen.

To define, modify or delete a laboratory, press the

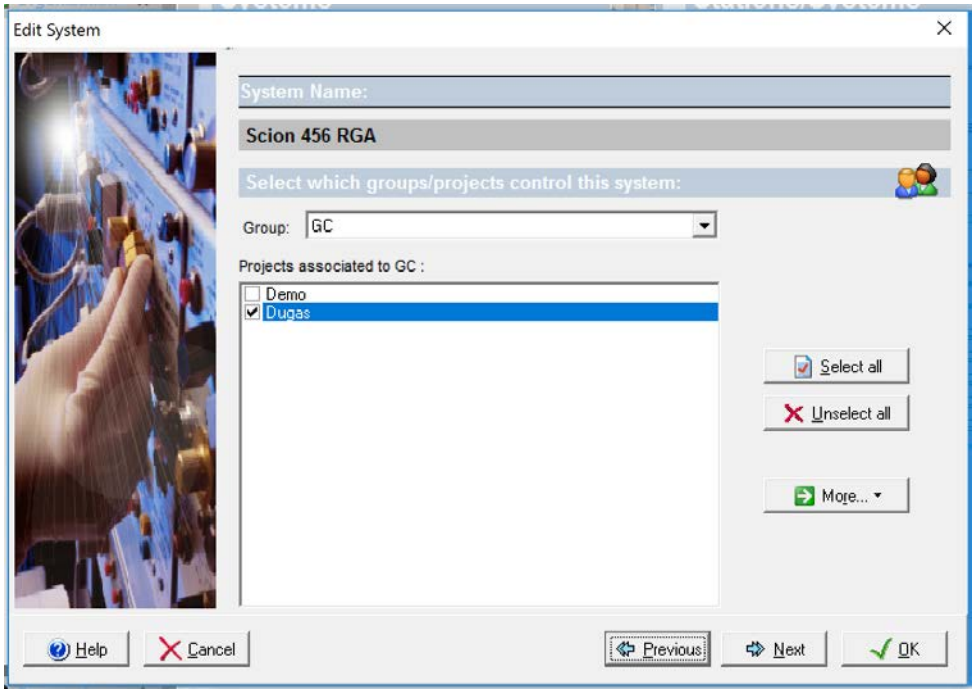
icon. The following screen will be displayed:

Press the *New* button to create a new laboratory. A laboratory is defined by a name (40 characters maximum) and optionally a description (255 characters maximum).

Press the *Delete* button to delete a selected laboratory.

Press the *Properties* button to modify a selected laboratory.

Press the *Next* button to advance to the second screen:

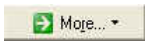


It is possible in this screen to select the group(s) and then, the project(s) to which the system will be directly associated.

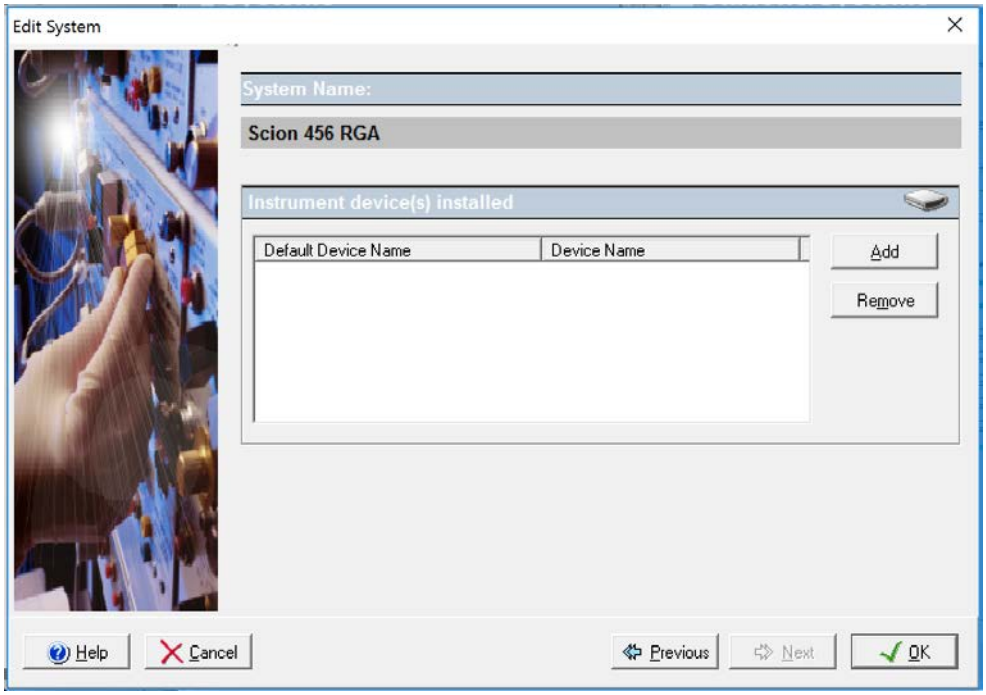
To assign the system in a single step to all the projects of a group, press the button.

To remove the system in a single step from all the projects of a group, press the button.

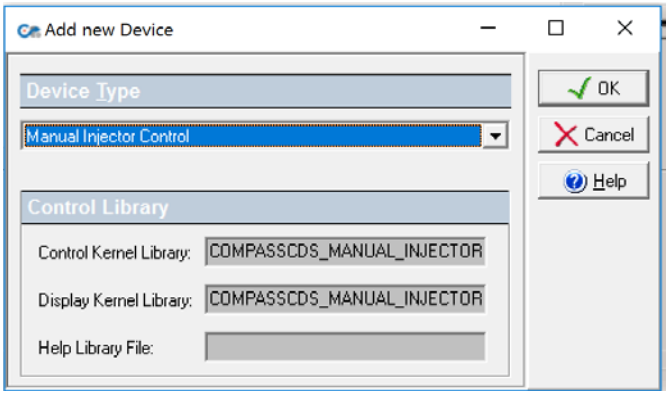
To associate the system to a selected project in all groups, select first the desired project and press the button in order to select the *Associate to the selected project in all groups'* option. Remove the system from the select project in all groups using the *Remove from the selected project in all groups'* option.

To associate the system to all defined groups/projects associations, press the  button and select the *Associate to all groups/projects* option. Remove the system from all defined groups/projects to the *Remove from groups/projects* option.

Press the *Next* button to advance to the third screen:



To select a module, press the *Add* button, the following screen is displayed:



Select in the *Device type* list the module of interest, and then click on *OK*. The corresponding module is then listed in the list of instrument devices involved in the system.

NOTE: Each system is required to have an injector configured in the system. If an autosampler is not configured in the system, then the manual injector control device must be included in the system.

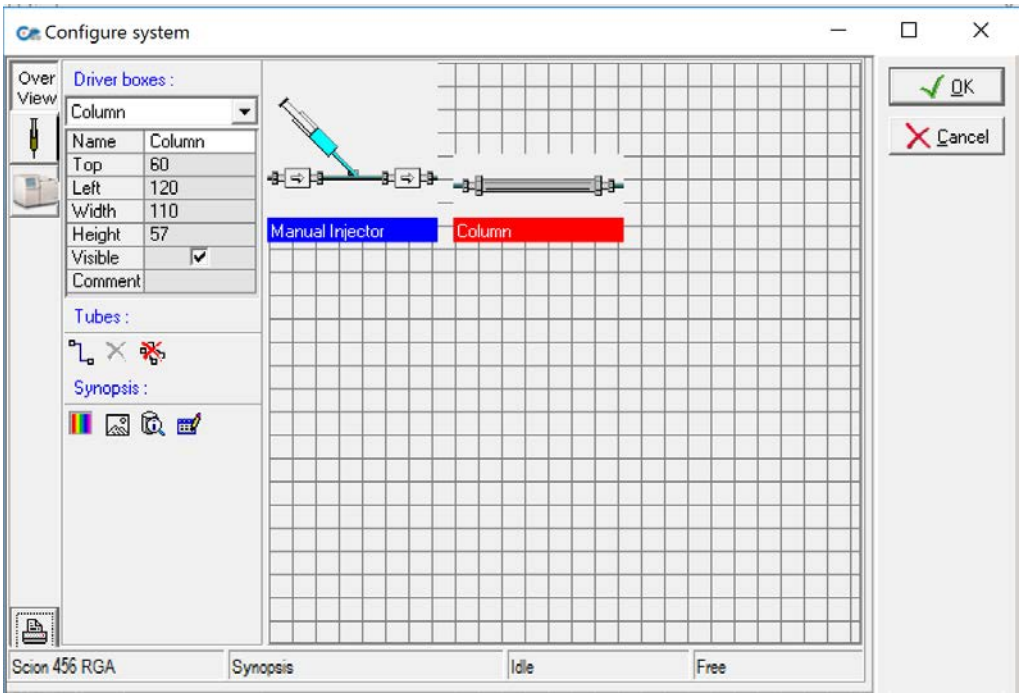
If the *Device Type* list is empty or does not contain the required instrument module device, you have to install the corresponding licenses via the set up or the OPTIONS / LICENSES menu. The OPTIONS/ DEVICES menu allows service people to install or update drivers with prerelease or beta drivers for testing.

Repeat this operation for each instrument module.

If you need to remove a module from the *Instrument device(s) installed list*, select its name and click on the *Remove* button.

Then click on *OK*.

A prompt appears to ask if the instrument device must be configured. If the response is Yes, the instrument device configuration screen appears.



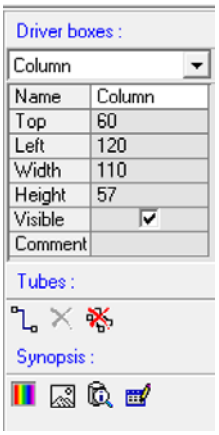
This screen displays several tabs corresponding to the installed instrument modules.

For each instrument module, define all the hardware parameters, such as the currently installed options found on this instrument (syringe volume, special detector, etc.), or the type of hardware connection to CompassCDS, etc. Please refer to the specific CompassCDS driver manual for information about the specific instrument parameters.

After having configured your system (injector type, detector type, etc.), you may define a ‘Synopsis’ (overview tab). The synopsis is a representation of the chromatographic system, that will be displayed in the acquisition view in CompassCDS, and that will display the instruction and the real value of the parameters (temperature, pressure, etc.).

Depending on the installed devices, specific pictures are displayed. The user has to link these devices one to the other via connection tubes, to create a schematic of his system.

To create the synopsis, the user can place the devices at the desired position using the mouse, or define the position in the table:



Then the objects can be joined using the tubes by first selecting the two parts to link, then selecting the icon, a tube is displayed.

To delete a tube, select it then click on the icon.

To delete all the tubes, select the icon.

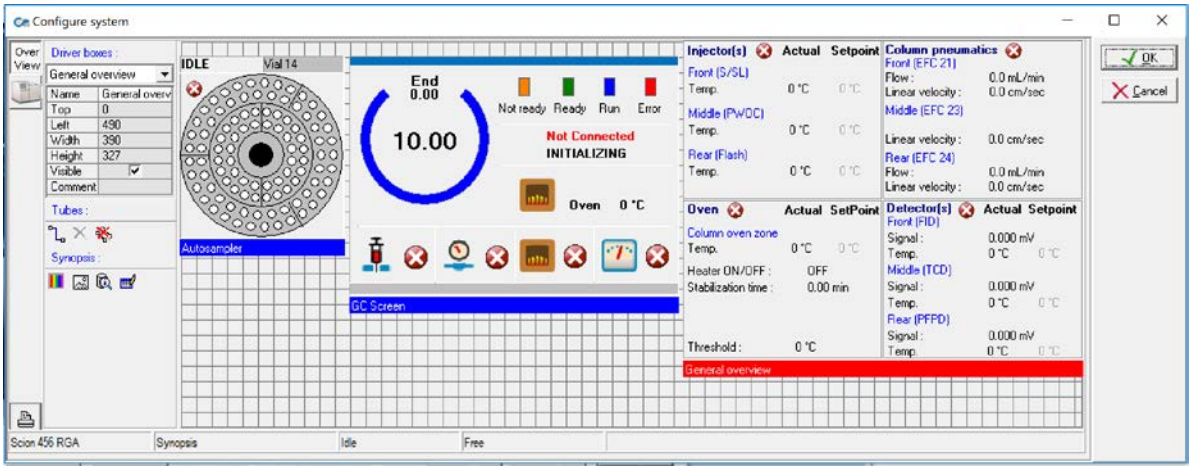
To change the background color, select the icon.

To display a transparent background, select the icon.

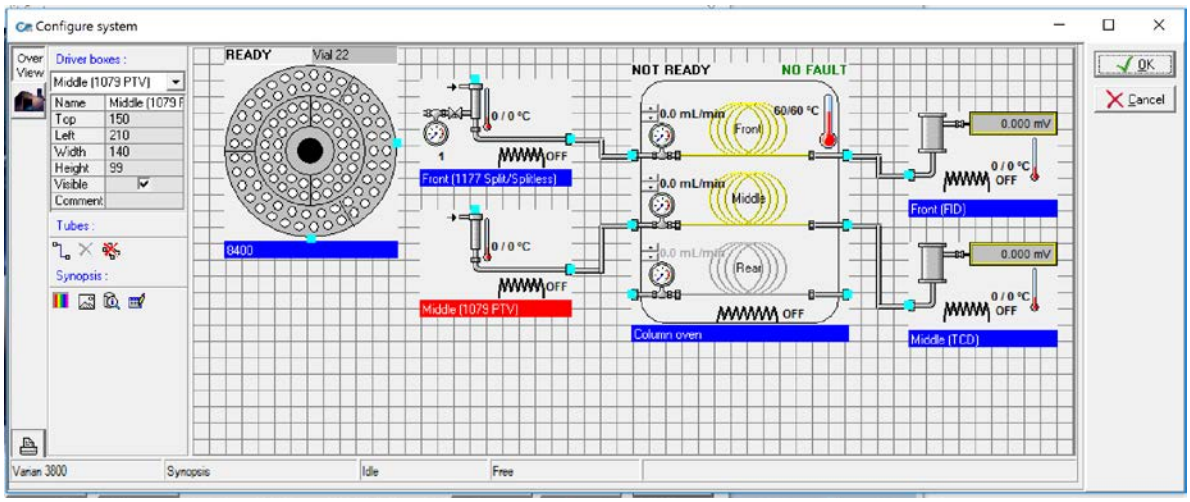
To display the last modifications select the icon. No archives are created, so only actions performed before accepting the changes by clicking *OK* are listed.

To change the grid color, select the icon.

The following picture represents the synopsis of the Scion 456 GC.



The synopsis system will be displayed in CompassCDS System tab, with some status information (temperature, flow, depending on the installed drivers). For the Varian 3800 GC system, the synopsis is displayed as follows; the set and actual values are displayed.

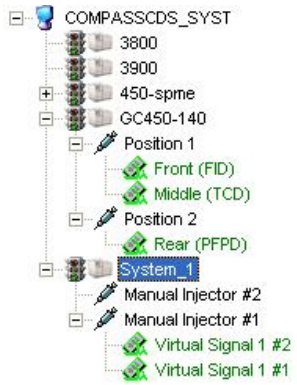


Changing Injector/Detector Association

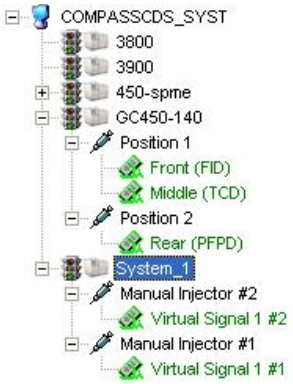
Any system can have multiple injection devices and multiple detectors. This is typically the case on some GCs that have dual injectors and up to 4 detectors.

In the CompassCDS Configuration Manager, in some cases of multiple injector/detector on the same system, the association may have to be defined by the user. The system is not always able to know how the devices are linked to a system.

Before doing any association, a system looks like this:



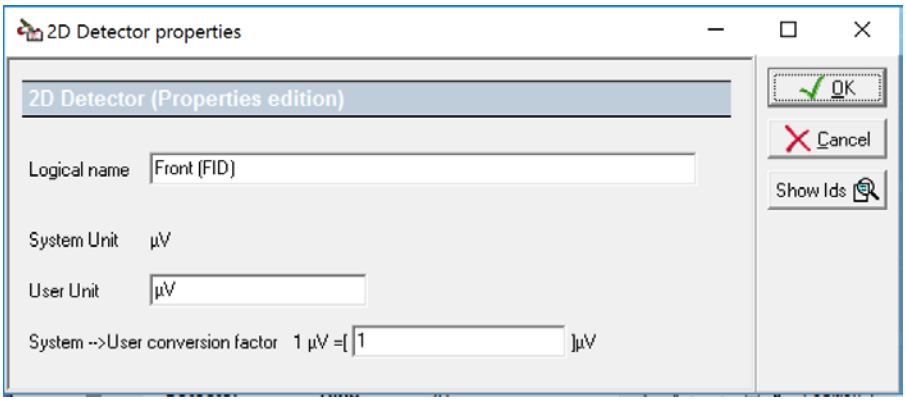
For example, to associate the detector to the system, highlight the detector and drag and drop to the injector item. Now, the system looks like this:



NOTE: Injector does not necessarily mean an autosampler or an auto injector. It can represent any injection device, including a manual injector.

Changing Detector Properties

To change the logical name of the detector and the signal units, select the detector in the *Stations/Systems* screen, and press the right mouse button, then select *Properties.*

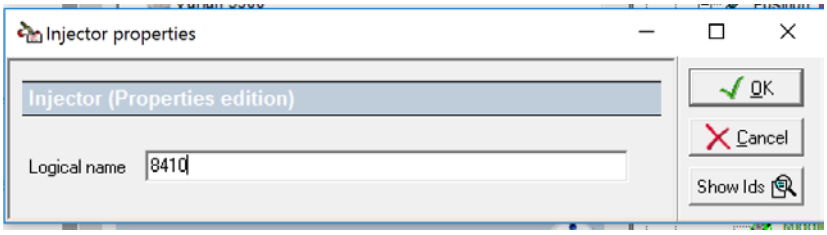


The system unit is µV by default, but it can be modified to display another unit. To change the unit, enter the User unit then the conversion factor in the corresponding box. The chromatograms drawn in CompassCDS as well as the height results will use the selected Unit.

Press the *Show Ids* button to display the triplet identifier of the detector. This option is useful for service people.

Changing Injector Properties

To change the logical name of the injector, select the injector in the *Stations/Systems* screen and press the right mouse button, then select *Properties*.



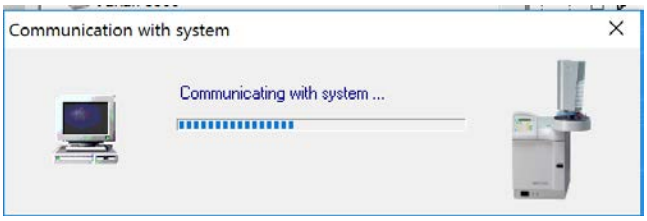
Press the *Show Ids* button to display the triplet identifier of the injector. This option is useful for service representatives.

Stopping or Starting a System

It is possible to *Stop* or *Start* the system by running CompassCDS Configuration Manager. This function is useful when changing the hardware configuration of the system by adding a new detector or device, since it is done without causing an interruption within the entire lab.

Select the system in the *Stations/Systems* screen, and press the right mouse button. A menu appears with two options: *Stop* and *Start*.

By selecting one of these options, the CompassCDS Configuration Manager will try to contact the selected system and perform the action:



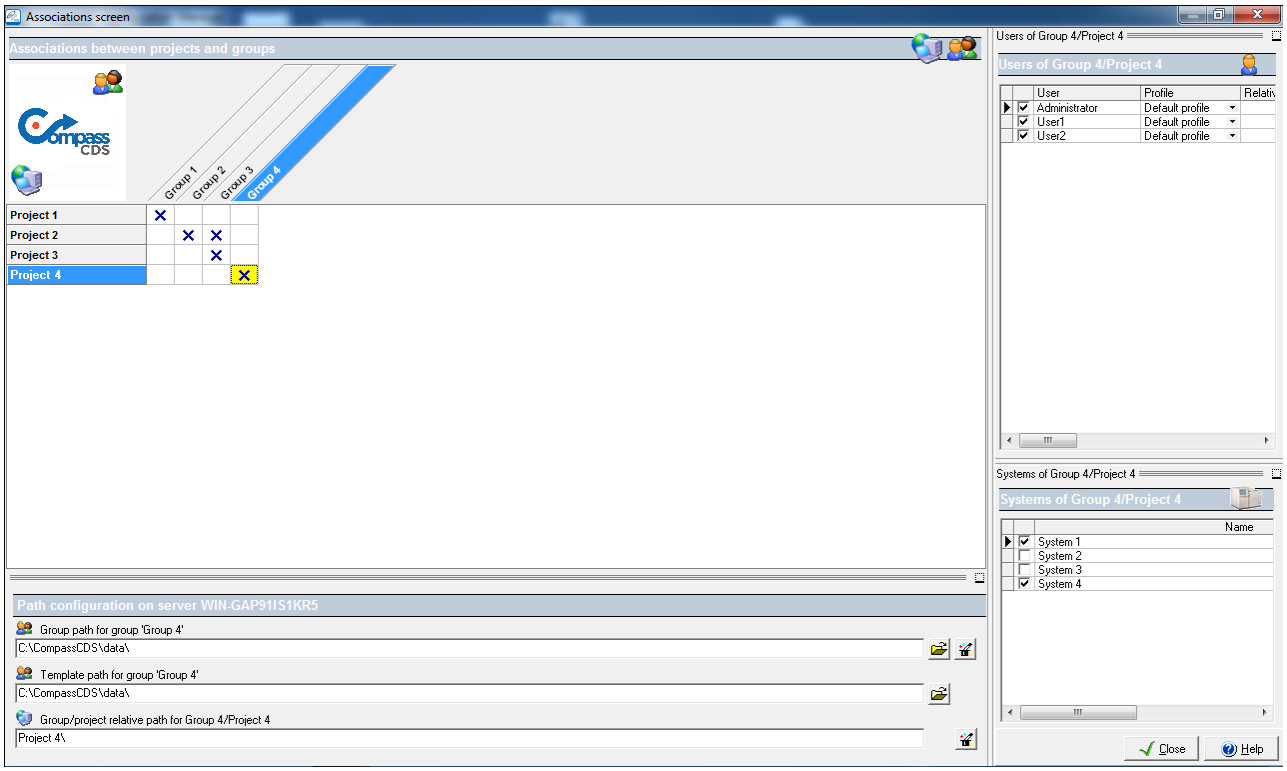
Editing a System

To change any information concerning a particular system, just double click on this system name, or select the *Edit* option in the station popup menu to access the properties screen, and make the changes as needed.

Organization Configuration (Items Associations)

Once the items are defined, you can define the way the items are linked to each of the others: group/projects – project/users- project/systems- user/user profile, and defined the associated paths.

Select the *CONFIGURATION / ASSOCIATIONS* menu, the *Organize* screen is displayed:



NOTE: You can access this screen from the item properties screen, by checking the *Show Associations Wizard* option or directly from the Organization tab.

The *Associations* screen allows the administrator to associate items or to edit defined association.

Association Creation

Association of a group to project(s):

Select one or several cells at the intersection of the groups and project lines (it is possible to use the CRTL and SHIFT keys to select several cells or to select in a single step the whole column by just clicking on the project or on the group name). These cells are displayed in yellow once selected. Both *group path* and *template path* are activated, allowing the administrator to define the paths.

The default group and template paths are: C:\COMPASSCDS\DATA, but these paths are modifiable. To automatically add the name of the group to the pre-defined path, click on the icon.

To associate project(s) to group(s), check the selected cells or use the *Associate* option in the popup menu. To associate projects to all the defined groups, select all the cells of the popup menu and associate them.

To remove one or several projects from a group, first select all the corresponding cells and uncheck them or use the *Remove* option present in the popup menu.

To remove the projects from all the defined groups, select all the cells and select then the *Remove* option.

Association of user(s) and system(s) to group/project(s):

Select a project associated to a group, the *Relative project path, the Users* list and the *Systems* list are activated. The project path is compulsorily a sub directory of the group path, so the relative path and not the complete path have to be defined. To add automatically the name of the project in the *Project relative path* field, click on the icon.

To associate one user or one system to the selected group/project, check the associated check box in the corresponding list or use the *Associate* option of the popup menu.

To associate several users or systems to one or several group/projects, select the cells corresponding to the group and to the desired project(s), and then associate the desired user(s) or system(s) (use the CTRL or SHIFT keys). The *Select all* option allows selecting all the users or systems and adding them to groups/projects.

To remove one or several users or systems from one or several group/projects, select the group and the desired project(s), then the desired user(s) or system(s) (use the CTRL or SHIFT keys) and then select the *Remove* option in the popup menu. To remove all the users or systems from groups/projects, first select the groups and projects and then all the users and systems and remove them.

NOTE: Systems are defined by group/project.

Association of a user profile to a group/project/user:

Select a user associated to a group/project, the user relative path and the profile scrolling list are activated. The user path is compulsorily a sub directory of the group path, so the relative path and not the complete path have to be defined. To automatically add the name of the user in the *User relative path* field, select the *Auto-path* option in the popup menu.

To associate a user profile to the selected group/project user, select it in the scrolling list.

To associate the same profile to several users belonging to the selected group/project, select the checked users in the list (use the CTRL or SHIFT keys), then select the *Apply same profile* option in the popup menu.

When associations are completed, click on the CLOSE button.

NOTE: A user profile is defined by group / project / user.

GENERAL NOTE: Changes made in this screen are available immediately.

GENERAL NOTE: The association between items can be done graphically from the main screen, by selecting the item in the corresponding *Item list* and drag and drop it on the desired position in the tree in the *Current organization* screen. A project can be associated to a group, a user can be associated to a group/project and a user profile can be associated to a group/project/user.

It is also possible to move an item from one position to another in the tree, by selecting it in the tree, drag and drop it in the desired position. The same association as those described just above are authorized.

In both cases: association or moving, remember to modify the paths in the Associations screen. By default, the group path is one of the new associated groups, and the relative project and user path are not modified.

Association Editing

It is possible to consult the defined association from the *Associations* screen accessible from the *CONFIGURATION / ASSOCIATIONS* menu or from the Organization tab.

- Editing of a group / project(s) association(s):
- Select the cell corresponding to a group/project association. Group, Template and Project relative paths are displayed in the corresponding fields.
- Editing of a group / project / user(s) + system(s) association(s):

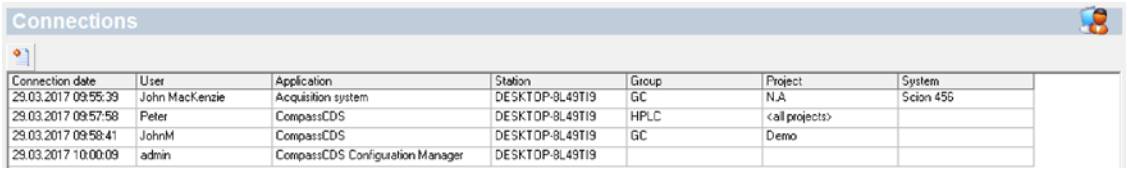
Select the group and the associated project (checked) in the *Groups* and *Projects* sections. The associated users and systems are displayed. Check in the *Users* and *Systems* lists.

Group, *Template*, *Project relative and Relative user* paths are displayed in the corresponding fields. The associated user profile is displayed in the corresponding scrolling list.

NOTE: It is possible to change any parameters in Editing mode. The same options as the ones described in the 'Association creation' section are available.

Connections

In the browser, select the Connections tab, the following screen is displayed:

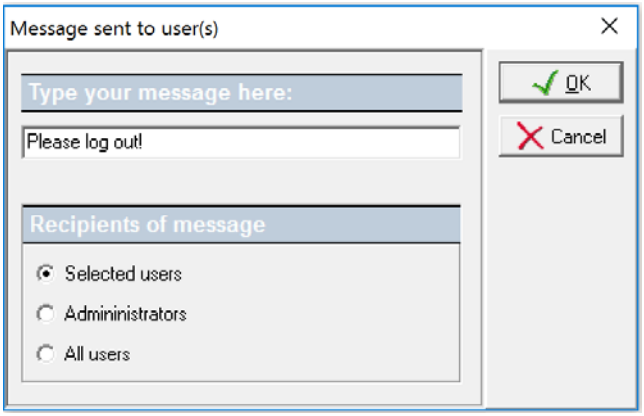


Connection date	User	Application	Station	Group	Project	System
29.03.2017 09:55:39	John MacKenzie	Acquisition system	DESKTOP-8L49TI9	GC	N.A	Scion 456
29.03.2017 09:57:58	Peter	CompassCDS	DESKTOP-8L49TI9	HPLC	<all projects>	
29.03.2017 09:58:41	JohnM	CompassCDS	DESKTOP-8L49TI9	GC	Demo	
29.03.2017 10:00:09	admin	CompassCDS Configuration Manager	DESKTOP-8L49TI9			

This screen displays the name of the connected administrator to CompassCDS Configuration Manager with the connection date and the station name, and the name of the connected users to CompassCDS with the connection date, the station name and the group and project user is connected in. It also displays the acquisitions that are running, on which station and system they are running and the name of the user that is connected in the group/project and that has started the acquisitions.

Select the *Send message* option in the popup menu or the icon to send one or several user(s) and/or administrator(s) a prompt, for example to advise them to close the application before a change in the configuration is done.

The following screen is displayed:



Type the message in the corresponding field, then select the users you want to send it to. Three options are proposed:

Selected users (selected by default): Send to selected users and administrators that are highlighted in the connections tab.

Administrators: Send to all connected administrators (the selection is not necessary in this case).

All users: Send to all connected users (the selection is not necessary in this case).

Tools

In the browser, select the Tools tab. This screen content depends on the installed plug-ins or communication tools. An icon is associated to each installed tool in the browser. Those options are also available from the *OPTIONS* menu.

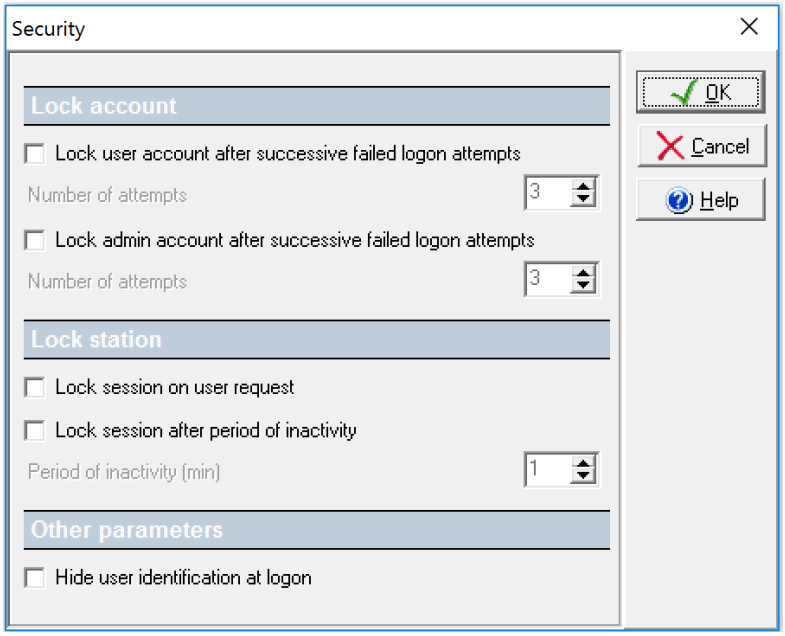
The more common tool is the BOOTP server. It is detailed in CompassCDS Installation Guide.

Configuration Parameters

This section describes the configuration parameters of the Configuration Manager: security options, password management, electronic signature configuration and general parameters. Those options are available from the *CONFIGURATION* menu.

Security

Select the *CONFIGURATION / SECURITY* menu. The following screen is displayed:



The following options are proposed:

Lock Account

Lock user account after successive failed logons attempts: If this option is selected, the user will be locked, if the specified number of failed logon attempts is reached when connecting to CompassCDS. When a user account is locked, it is displayed with a padlock both in the user list and in the Current organization screen. A user with a locked account cannot logon in CompassCDS.

In *Number of attempts* field, enter the number of failed logon attempts that will cause the account locking. The range is 1 to 99.

A locked user account can only be unlocked in the user properties in the CompassCDS Configuration Manager.

Lock admin account after successive failed logons attempts: If this option is selected, the administrator will be locked if the specified number of failed logon attempts is reached when connecting to a CompassCDS Configuration Manager. When an administrator account is locked, it is displayed with a padlock both in the user list and in the Current organization screen. An administrator with a locked account cannot logon, in CompassCDS, or in CompassCDS Configuration Manager.

In *Number of attempts* field, enter the number of failed logon attempts that will cause the account locking. The range is 1 to 99.

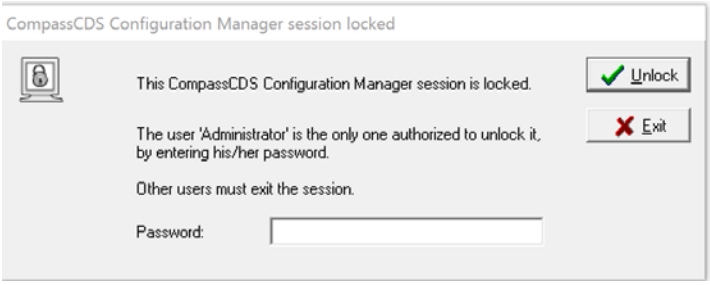
Lock Session

Two options are proposed to lock a station:

Lock session on user request*:* Allows the user connected in a CompassCDS session to lock its session when he wants, by selecting the corresponding option (not applicable to this version).

Lock session after period of inactivity: Allows locking automatically the CompassCDS software if the user does not perform any action for a certain period of time. By default, the session will never lock when CompassCDS is idle. Define the inactivity period in the corresponding time (from 1 to 99 min).

When CompassCDS or the CompassCDS Configuration Manager is opened but no action is performed during a time exceeding the specified time, the following window appears:


CompassCDS Configuration Manager session locked
This CompassCDS Configuration Manager session is locked.
Unlock
Exit
The user 'Administrator' is the only one authorized to unlock it, by entering his/her password.
Other users must exit the session.
Password:

It will be impossible to work in CompassCDS or in CompassCDS Configuration Manager any more until the connected user enters his password.

NOTE: If another user connects in this screen by entering its USER ID and password, the previous session will be closed; ALL CHANGES NOT SAVED, ARE LOST.

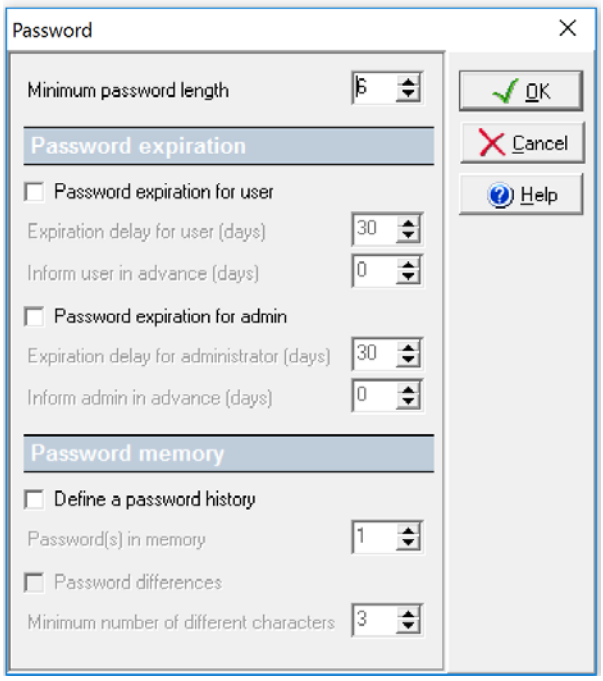
Other Parameters

One option is proposed:

Hide User identification at logon: Allows displaying the User ID in a non-readable way. Characters are replaced by ***.

Password

Select the *CONFIGURATION / PASSWORD* menu. The following screen is displayed:



The following options are proposed:

Minimum Password Length

This is the fewest number of characters that a password must contain. If this option is selected, the value can range from 0 (to not force a password to be defined) to 40 characters. The default value is 6.

Password Expiration

Password expiration for user: This option allows defining when user passwords have to be changed. Specify the limit time in the *Expiration delay for user* field (from1 to 365 days). After the expiration day, the user cannot log into CompassCDS without changing the password.

It is possible to ask for a password change a few days before the expiration date, by defining the corresponding time in the *Inform user in advance* field (from 0 day to defined Expiration delay). The user will then be able to change the password or to log into CompassCDS without changing it.

Password expiration for admin: This option allows defining when admin passwords have to be changed. Specify the limit time in the *Expiration delay for admin* field (from1 to 365 days). After the expiration day, the administrator cannot log into CompassCDS Configuration Manager without changing his password.

It is possible to ask for a password change a few days before the expiration date, by defining the corresponding time in the *Inform admin in advance* field (from 0 day to defined Expiration delay). The administrator will then be able to change its password or to log into the CompassCDS Configuration Manager without changing it.

NOTE: To change the password a user needs to enter the old password once, and enter the new one twice.

Password Memory

Define a password history: Allows realizing tests on the password, to force user to define a new password very different or totally different from his old ones. When this option is checked, the following options are available:

*Password in memory: A*llows defining the number of passwords the software will keep in memory (from 1 to 99).

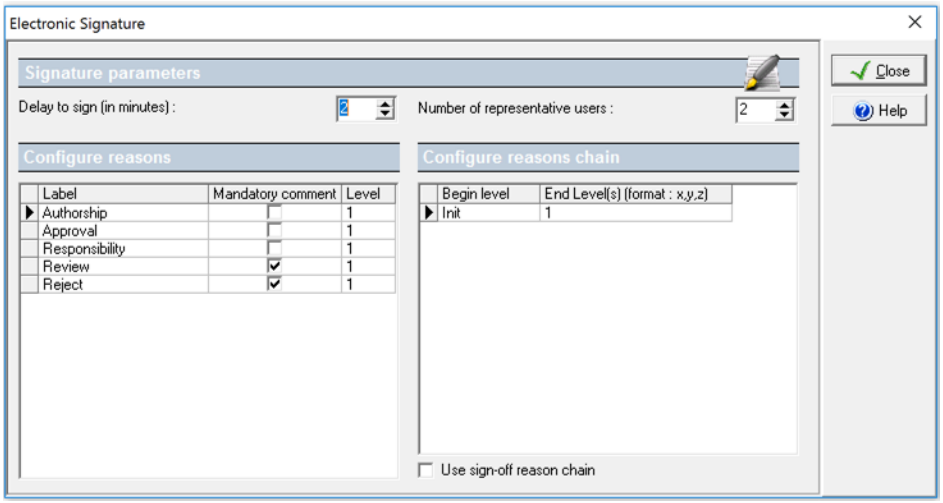
Password differences: If this option is checked, a test will be done to ensure the new password is different enough from the number of *password in memory* defined. An algorithm will estimate the number of differences (same characters, inversion of character position in the password) between all passwords kept in memory (from 1 to 40).

NOTE: In the case of empty password, the uniqueness test will always be accepted even if the character number is smaller than the ‘x characters’ condition.

NOTE: Each time a password is changed by an administrator (from the CompassCDS Configuration Manager); the user will be asked to change the password at first login.

Electronic Signature

Select the *CONFIGURATION / ELECTRONIC SIGNATURE* menu. The following screen is displayed:



The following options are proposed:

Delay to sign: Forces the user to sign the document before the delay ends. Delay can be set from 2 to 10 minutes. Once the delay has expired, the electronic signature screen closes and the document is not signed.

Number of representative users: This parameter sets the number of representative users who must sign the document instead of the user, when this option is selected in CompassCDS.

The number of representative users must be set to at least two.

Configure Reasons: In this table, the administrator can define a hierarchy for electronic signature reasons. He can configure the reasons, associate them a hierarchical level and associate a mandatory comment.

In the *Label* column, the administrator configures the reasons which will be available to the user when signing the chromatogram. By default, five reasons are defined and cannot be deleted: Authorship, approval, responsibility, review and reject. The administrator can add a maximum of 15 reasons. To add a reason select the *Add reason* in the popup menu associated to the table, and to remove selected reasons, select them and activate the *Remove selected reason(s)* option from the popup menu.

In the *Mandatory comment* column, the administrator can choose either to force the user to enter a comment when signing the chromatogram, or not.

In the *Level* column, the administrator specifies the reason level associated to each reason. This parameter will be used in the *Configure reasons chain* table.

Use sign-off reason chain: If this option is checked, a reason chain must be set in the Configure reason chain table. If this option is not checked, no sign-off reason chain is created. When the user signs the chromatogram, he can sign with all the reasons which are configured in the *Configure reasons* table.

Configure reasons chain: This option allows the user to set a hierarchy for electronic signature reasons. In fact, a chain of reasons can be created depending on the level defined in the *Configure reasons* table.

The administrator must define a *Begin level* and one or several *End level* for each step to link the reasons. He can define an unlimited number of links, modify the last defined step and remove the last defined step by selecting respectively the *Add step*, *Modify end level(s) of last step* or the *Remove last step* option in the popup menu.

Rules to complete the *Configure reason chain* table:

First, an initial level must be defined in the *Init* line, by activating the *Modify end level(s) of last step* option in the table popup menu. When the first user will sign a chromatogram in a CompassCDS session, he will be forced to select a reason which is assigned to the level(s) defined.

Secondly, define the chain, by adding one or several steps, using the *Add step* option available from the table popup menu. According to the chosen level, the second signer will have to sign his chromatogram with the reason associated to this level, etc.

At each sign-off level, one or many reasons (for example x, y, z) can be specified in the *End level* column.

A level can be defined a single time as initial step.

The same level can be defined several times as final step.

If initial level and final level are identical, all the signatories that will sign since this level is reached will sign with the same level options.

If a final level does not correspond to the initial level of another step, it is the end of the signature chain.

Example 1:

Label	Mandatory comment	Level
Authorship	☑	1
Approval	☐	2
Responsibility	☐	3
Review	☑	4
Reject	☐	5
R1	☐	1
R2	☐	2
R3	☐	3
R4	☐	4
	☐	1

Begin level	End Level(s) (format : x,y,z)
Init	1
1	2
2	3,4
3	4,5
4	5

In this example, 9 reasons are configured: two for level 1, 2, 3, and 4 and one for level 5. Comment is mandatory for "Authorship" and "Review" reasons.

The administrator has defined the following sign-off reason chain:

First signer (Init): Must sign with a reason of level 1 (Authorship or R1).

Second signer: Must sign with a reason of level 2 (Approval or R2).

Third signer: Can sign with a reason of level 3 or 4 (Responsibility, R3, Review or R4).

Case 1: The third signer chooses a reason of level 3.

Fourth signer: Can sign with a reason of level 4 or 5 (Review, R4, Reject).

Case 1-1: The fourth signer chooses a reason of level 4:

Fifth signer: The fifth signer must sign with a reason of level 5 (Reject).

At this point, the chromatogram cannot be signed again.

Case 1-2**:** The fourth signer chooses a reason of level 5:

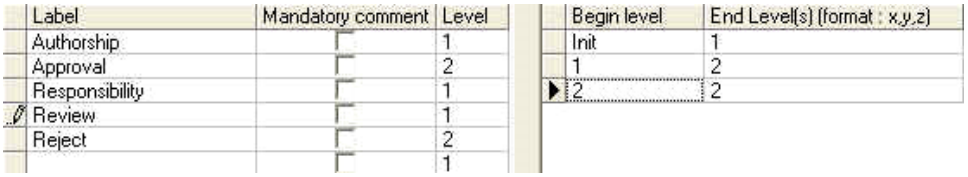
At this point, the chromatogram cannot be signed any more.

Case 2: The third signer chooses a reason of level 4.

Fourth signer: Must sign with a reason of level 5 (Reject).

The chromatogram cannot be signed again.

Example 2:



Label	Mandatory comment	Level
Authorship	☐	1
Approval	☐	2
Responsibility	☐	1
Review	☐	1
Reject	☐	2
	☐	1

Begin level	End Level(s) (format : x,y,z)
Init	1
1	2
2	2

In this example, five reasons are configured: three for level 1 and two for level 2. The administrator has defined the following sign-off reason chain:

First signer (Init): Must sign with a reason of level 1 (Authorship, Responsibility, Review).

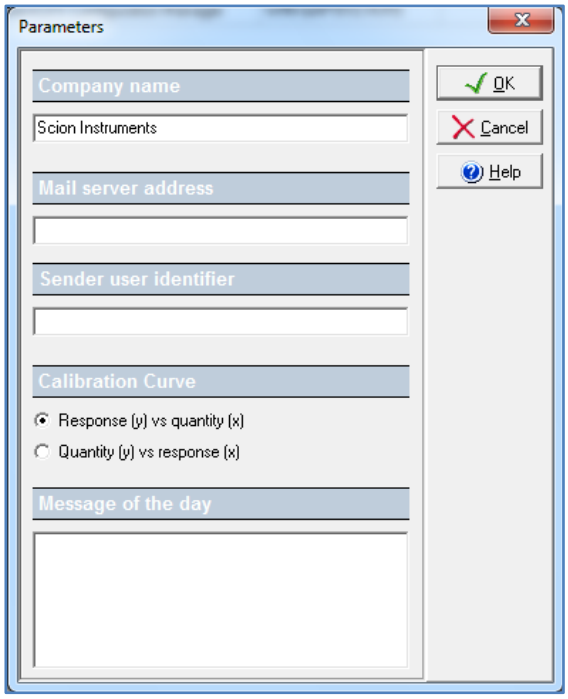
Second signer: Must sign with a reason of level 2 (Approval or Reject).

All the next signers must sign with a reason of level 2. The chromatogram can be signed an unlimited number of times

If no hierarchy is necessary, do not complete the table. Users can select any reason.

Parameters

Select the *CONFIGURATION / PARAMETERS* menu. The following screen is displayed:



The following options are proposed:

Company name: This field is informative; it allows naming of the company.

Mail server address: This field allows administrator to define the e-mail server address. This function is useful to notify administrator by e-mail in case of security event (lock of user or administrator account after the defined authorized number of consecutive unsuccessful attempts to log on). To realize this action, define the e-mail server address in the CONFIGURATION / PARAMETERS menu, then define the e-mail address of all administrators that must be advised of the security event, and possibly the '*Sender user identifier'* in the CONFIGURATION / PARAMETERS menu.

NOTE: All administrators that own an e-mail address are notified in case of security event. To not notify an administrator, do not define an e-mail address in its user properties.

Sender user identification: Enter in this field the text that will appear in origin from the e-mail sent if security event occurs.

Calibration curve: This function is very important; it allows definition of the calibration curve orientation used in CompassCDS, to quantify the sample.

Message of the day: The administrator defines in this field the text he wants to send to the users or administrators when they connect to a CompassCDS or a CompassCDS Configuration Manager session.

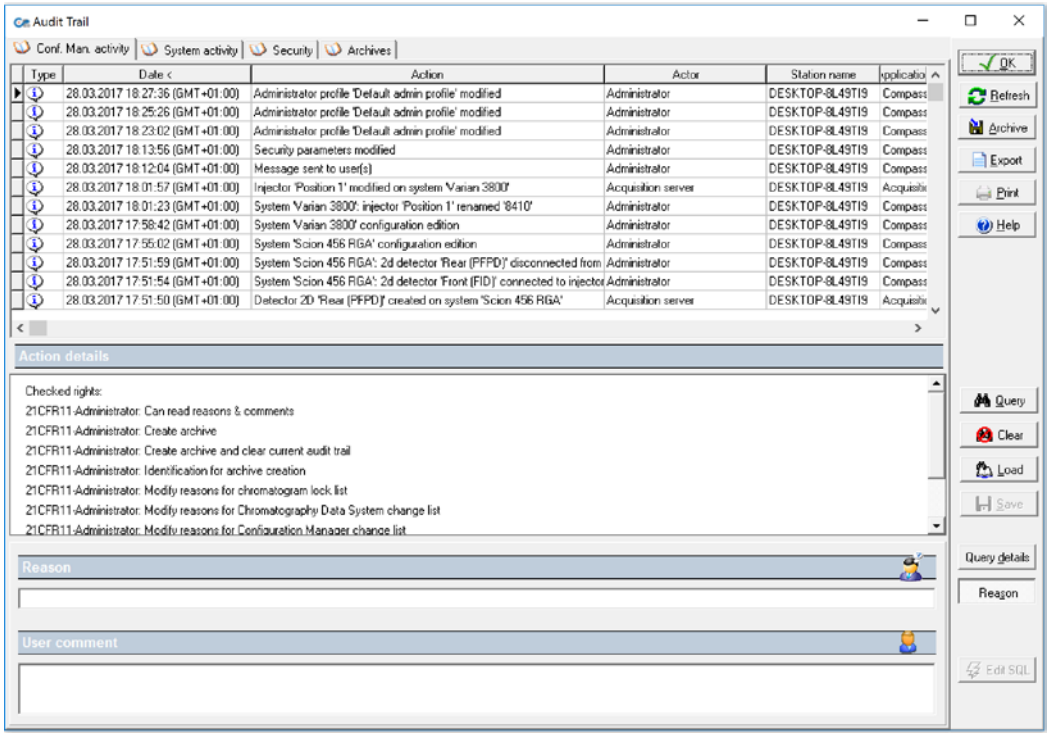
Audit Trail

This section of the software deals with all parameters relative to the Audit trail. It is based on the FDA 21-CFR11 rules, and provides a way to trace and view all the changes made in the CompassCDS Configuration Manager (create a project, delete a group, etc.), problems of security in CompassCDS Configuration Manager and in CompassCDS (failed connections, lock of stations or users, etc.), chromatographic system activity and provides a list of the audit trail archives.

To access the Audit Trail parameters, select the *AUDIT TRAIL* menu. The different options proposed are detailed bellow.

Current Audit Trail Viewing

To display the current Audit Trail, select the *AUDIT TRAIL / CURRENT AUDIT TRAIL* menu. The following screen is displayed:



The screen is divided into 4 tabs Conf*. Man. Activity, System activity, Security, Archives*. The content of each tab is detailed bellow. For each tab, the information displayed by action is: Type (information , warning or error), date, action, actor, station name, application.

Conf. man. Activity: This tab lists all the changes made in the CompassCDS Configuration Manager: Management of items (creation, deletion, modification, duplication, and associations), configuration parameters (password, security, electronic signature, licenses, content of audit trail etc.).

System activity: This tab lists all the starts and stops of chromatographic systems, made from CompassCDS Configuration Manager or CompassCDS.

Security: This tab lists all the parameters relative to connections (success and failure) to CompassCDS Configuration Manager or to CompassCDS, the lock of user account or stations due to error in connections, etc.

Archives: This tab lists the audit trail archive done from the software installation.

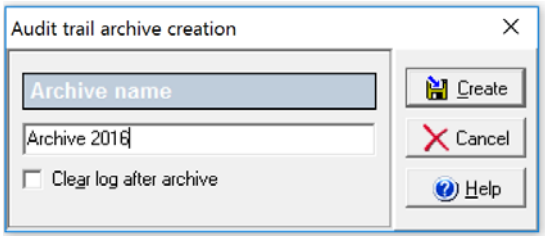
The Action details section gives the details of actions performed in case of *Conf. Man. Activity* tab selection.

A button list:

OK : To exit the screen.

Refresh : To display the changes made in the audit trail since the screen opening.

Archive : To archive the current audit trail. The administrator will have to identify itself before the archiving. Then the following screen is displayed:



Enter a name of the archived log in the *Archive name* field, define if you want or not to clear log after archiving.

If the option *Clear log after archive done* is selected, the *Current audit trail* screen will be cleared out in each tab except the *Archive* one that can never be empty.

If the option *Clear log after archive done* is not selected, the Archive action is specified in all the tabs of the *Current audit trail* screen.

NOTE: If the name given to the archive corresponds to an existing archive, a message is displayed enforcing administrator to change the name. It is indeed forbidden to overlay an existing archive log.

NOTE: It is strongly advised to archive and clear regularly the Audit trail, to avoid having a too large size audit trail file.

Export : To export the selected audit trail tab content in HTML format. If a query is performed the result of the query is exported.

Print : To print the selected audit trail tab content. If a query is performed the result of the query is printed.

Help : To access the on-line help.

NOTE: Only the administrators that are assigned the corresponding right (admin profile) can: archive the audit trail, clear the log after archive or print the audit trail.

Query: To realize a query on the selected Audit Trail tab.

Clear: To cancel the query and recover the complete Audit Trail.

Load: To load a saved query and apply it again.

Save: To save the defined query.

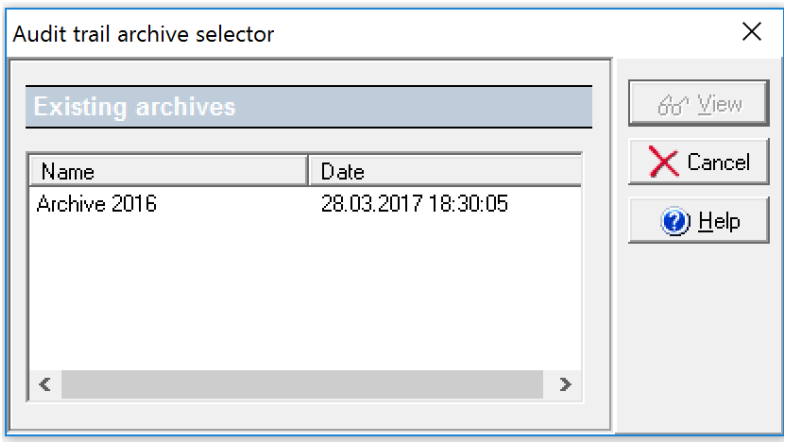
Query details: To display the query definition on the screen.

Reason: To display the reason and comment defined when the change was performed. The entry of mandatory reason and comment has to be defined in the admin profile.

Edit SQL: To define a query depending on a SQL script.

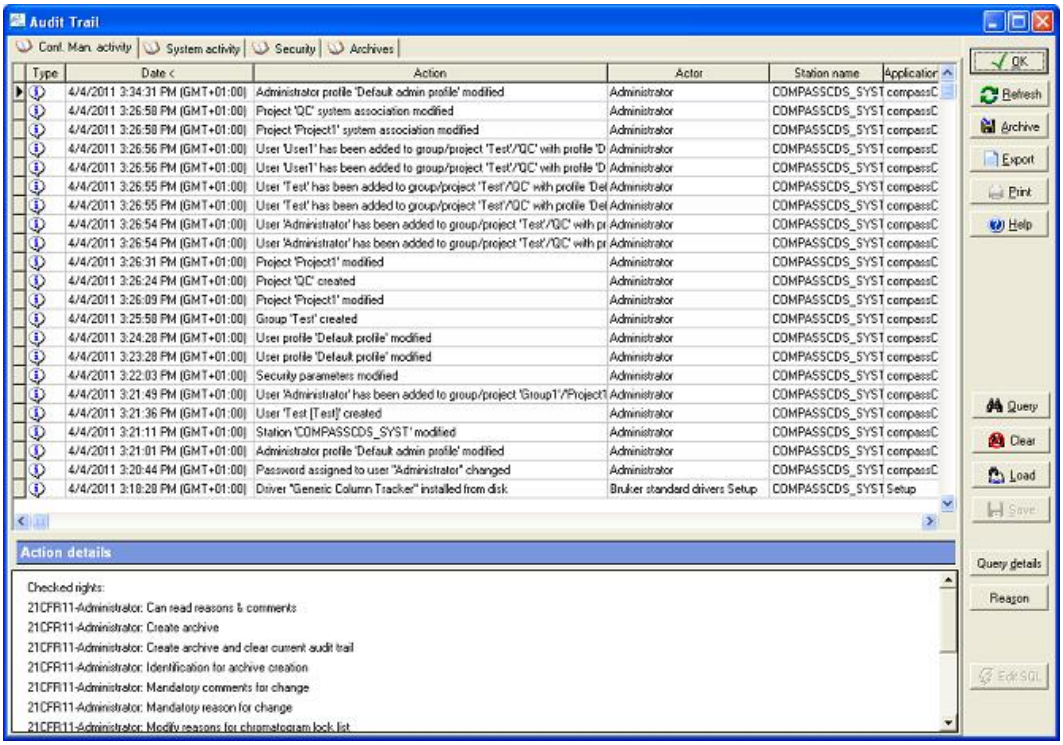
Archived Audit Trail Viewing

This option allows the administrator to view an archive of the audit trail. Select the *AUDIT TRAIL / AUDIT TRAIL ARCHIVE* menu. If archives exist, the following screen is displayed:



Select the line corresponding to the archive to display and click on the *View* button. The same screen as the one defined for the current audit trail is displayed, also displaying the name of the archive, and administrator who has created it, as well as the period covered. The administrator may print the archive.

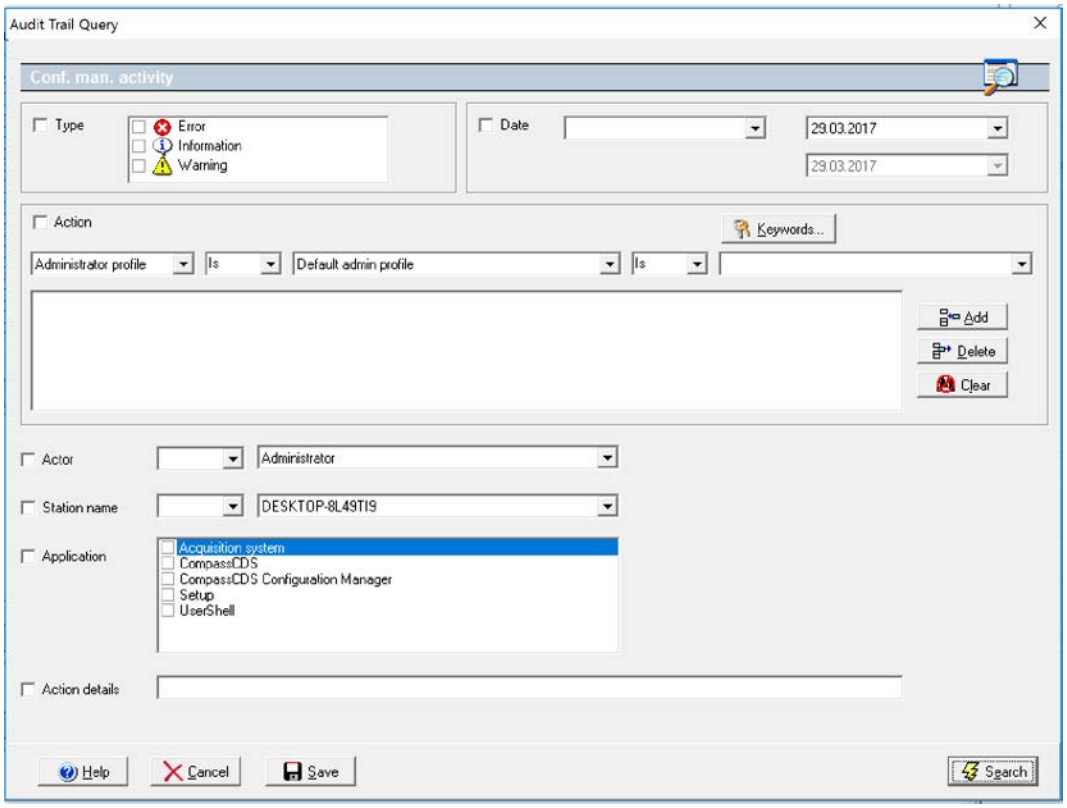
Audit Trail Query


Audit Trail
Conf. Man. activity
System activity
Security
Archives
Type
Date <
Action
Actor
Station name
Application
4/4/2011 3:34:31 PM (GMT+01:00) Administrator profile 'Default admin profile' modified Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:58 PM (GMT+01:00) Project 'QC' system association modified Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:58 PM (GMT+01:00) Project 'Project1' system association modified Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:56 PM (GMT+01:00) User 'User1' has been added to group/project 'Test'/'QC' with profile 'D Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:56 PM (GMT+01:00) User 'User1' has been added to group/project 'Test'/'QC' with profile 'D Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:55 PM (GMT+01:00) User 'Test' has been added to group/project 'Test'/'QC' with profile 'Del Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:55 PM (GMT+01:00) User 'Test' has been added to group/project 'Test'/'QC' with profile 'Del Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:54 PM (GMT+01:00) User 'Administrator' has been added to group/project 'Test'/'QC' with pr Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:54 PM (GMT+01:00) User 'Administrator' has been added to group/project 'Test'/'QC' with pr Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:31 PM (GMT+01:00) Project 'Project1' modified Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:24 PM (GMT+01:00) Project 'QC' created Administrator COMPASSCDS_SYST compassC
4/4/2011 3:26:09 PM (GMT+01:00) Project 'Project1' modified Administrator COMPASSCDS_SYST compassC
4/4/2011 3:25:58 PM (GMT+01:00) Group 'Test' created Administrator COMPASSCDS_SYST compassC
4/4/2011 3:24:28 PM (GMT+01:00) User profile 'Default profile' modified Administrator COMPASSCDS_SYST compassC
4/4/2011 3:23:28 PM (GMT+01:00) User profile 'Default profile' modified Administrator COMPASSCDS_SYST compassC
4/4/2011 3:22:03 PM (GMT+01:00) Security parameters modified Administrator COMPASSCDS_SYST compassC
4/4/2011 3:21:49 PM (GMT+01:00) User 'Administrator' has been added to group/project 'Group1'/'Project1' Administrator COMPASSCDS_SYST compassC
4/4/2011 3:21:36 PM (GMT+01:00) User 'Test [Test]' created Administrator COMPASSCDS_SYST compassC
4/4/2011 3:21:11 PM (GMT+01:00) Station 'COMPASSCDS_SYST' modified Administrator COMPASSCDS_SYST compassC
4/4/2011 3:21:01 PM (GMT+01:00) Administrator profile 'Default admin profile' modified Administrator COMPASSCDS_SYST compassC
4/4/2011 3:20:44 PM (GMT+01:00) Password assigned to user "Administrator" changed Administrator COMPASSCDS_SYST compassC
4/4/2011 3:18:28 PM (GMT+01:00) Driver "Generic Column Tracker" installed from disk Bruker standard drivers Setup COMPASSCDS_SYST Setup
OK
Refresh
Archive
Export
Print
Help
Query
Clear
Load
Save
Query details
Reason
Edit SQL
Action details
Checked rights:
21CFR11-Administrator: Can read reasons & comments
21CFR11-Administrator: Create archive
21CFR11-Administrator: Create archive and clear current audit trail
21CFR11-Administrator: Identification for archive creation
21CFR11-Administrator: Mandatory comments for change
21CFR11-Administrator: Mandatory reason for change
21CFR11-Administrator: Modify reasons for chromatogram lock list

Queries can be performed on the current Audit trail or on an archived Audit trail, to allow easy recovery of information.

The editing of query in the Audit Trail is guided, to make it easy to build. To define a query, open the current audit trail or an archive, select the tab on which query has to be build and press the

button. The following screen is displayed:



A query can be composed of different requests concerning the different columns of the Audit Trail (*Type, Action, Actor, Station name, Application* and *Action details* if the query is done on the Conf.Man.Activity tab). Requests are separated by a AND logical operand.

First select the parameter (column name) to add to the query by checking the associated check box, and then define the content of the request. For example check the *Date* check box, and then select the operator in the scrolling list and the date using the calendar. Operators proposed are: IS to select an item in a scrolling list, or CONTAINS to define manually the item in the field. The CONTAINS operator allows you, for example, to define a query on a deleted item, that will not be proposed in the scrolling list.

The *Action* section is a little more elaborated, and allows the administrator to define several requests on the *Action* column of the Audit Trail separated by an OR operand. For example the user wants to display all actions about modification of the group GROUP1 (request 1) OR all actions about the deletion of users (request 2). The way to process is to build the request 1, click on the Add button, then define the request 2 and click on the Add button. The final request is displayed in the dedicated field. To delete one of the requests, select it and click on the Delete button. To clear all the requests on the Action, click on the Clear button. An Action request can be more or less accurate and customizable, using the Keywords option that allows you to select predefine keywords or create new ones. You can indeed realize a query on Group only, by completing only the first scrolling list with Group; on a dedicated group, by defining the request as followed: ‘group’ is ‘GROUPNAME’; or on the creation of a dedicated group for example by defining the request as followed: ‘group’ is ‘GROUPNAME’ is ‘created’. If those criteria are not accurate enough, you can complete the *Action details* section. This section is not assisted; you have to enter manually the keyword(s) in the dedicated field. The SQL programming language can be used in this field.

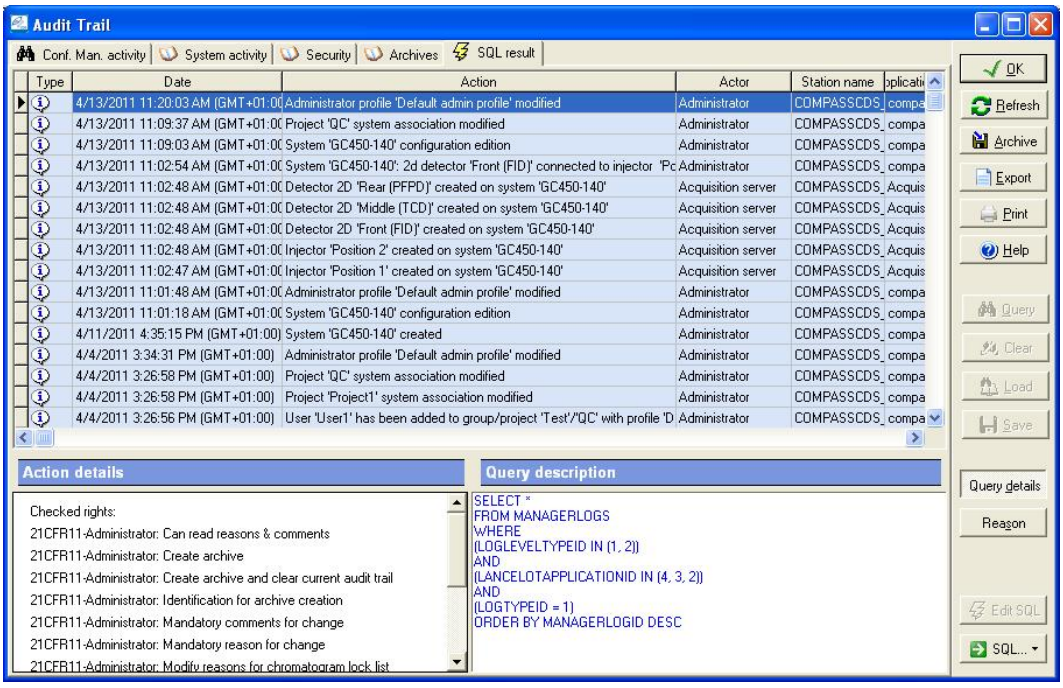
NOTE: The words used to define the query represent the words displayed in the Audit Trail, so the spelling and the order are important. So if you define Keywords (either in *Action* or *Action details*), be sure those words are used in the action column of the Audit trail.

Once the query is defined, press the Search button. The result of the query is displayed on the corresponding tab. Only lines satisfying the query are displayed.

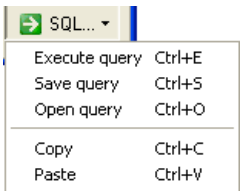
To save the query for a next research, press the Save button, and give a name to the query.

To cancel the query, press the Cancel button, to access the on-line help press the Help button.

For an advanced use of the query, it is possible to define a query by using a SQL script. Once a query is applied, the Edit SQL button is available. Clicking on it displays another tab named *SQL result* in the audit trail screen, converts the Query description in SQL language and adds the SQL... button:


Audit Trail
Conf. Man. activity
System activity
Security
Archives
SQL result
Type
Date
Action
Actor
Station name
4/13/2011 11:20:03 AM (GMT+01:00) Administrator profile 'Default admin profile' modified
4/13/2011 11:09:37 AM (GMT+01:00) Project 'QC' system association modified
4/13/2011 11:09:03 AM (GMT+01:00) System 'GC450-140' configuration edition
4/13/2011 11:02:54 AM (GMT+01:00) System 'GC450-140': 2d detector 'Front (FID)' connected to injector 'Pc
4/13/2011 11:02:48 AM (GMT+01:00) Detector 2D 'Rear (PFPD)' created on system 'GC450-140'
4/13/2011 11:02:48 AM (GMT+01:00) Detector 2D 'Middle (TCD)' created on system 'GC450-140'
4/13/2011 11:02:48 AM (GMT+01:00) Detector 2D 'Front (FID)' created on system 'GC450-140'
4/13/2011 11:02:48 AM (GMT+01:00) Injector 'Position 2' created on system 'GC450-140'
4/13/2011 11:02:47 AM (GMT+01:00) Injector 'Position 1' created on system 'GC450-140'
4/13/2011 11:01:48 AM (GMT+01:00) Administrator profile 'Default admin profile' modified
4/13/2011 11:01:18 AM (GMT+01:00) System 'GC450-140' configuration edition
4/11/2011 4:35:15 PM (GMT+01:00) System 'GC450-140' created
4/4/2011 3:34:31 PM (GMT+01:00) Administrator profile 'Default admin profile' modified
4/4/2011 3:26:58 PM (GMT+01:00) Project 'QC' system association modified
4/4/2011 3:26:58 PM (GMT+01:00) Project 'Project1' system association modified
4/4/2011 3:26:56 PM (GMT+01:00) User 'User1' has been added to group/project 'Test'/'QC' with profile 'D
Administrator
COMPASSCDS
OK
Refresh
Archive
Export
Print
Help
Query
Clear
Load
Save
Action details
Query description
Checked rights:
21CFR11-Administrator: Can read reasons & comments
21CFR11-Administrator: Create archive
21CFR11-Administrator: Create archive and clear current audit trail
21CFR11-Administrator: Identification for archive creation
21CFR11-Administrator: Mandatory comments for change
21CFR11-Administrator: Mandatory reason for change
21CFR11-Administrator: Modify reasons for chromatogram lock list
SELECT *
FROM MANAGERLOGS
WHERE
(LOGLEVELTYPEID IN (1, 2))
AND
(LANCELOTAPPLICATIONID IN (4, 3, 2))
AND
(LOGTYPEID = 1)
ORDER BY MANAGERLOGID DESC
Query details
Reason
Edit SQL
SQL...

The administrator can then write a query in SQL language in the Query description field, then by selecting the SQL... button, the query can be executed or saved. This button also allows opening and copying and pasting of an existing query.



The table name to use is MANAGERLOGS, the fields to use in the script are listed below:

ManagerLogId: Primary key (integer), automatically incremented at each new line: if you sort the records with this field, it corresponds to the chronologic order.

LogTypeId: (Integer) Page: (1= Conf. man. Activity, 2=System Activity, 3=Security)

LogLevelTypeId: (Integer) Type (1=Information, 2=Warning, 3=Error)

LogDate: Date

TimeZone: (Integer) Time zone (GMT) (in minutes). For example 60 minutes in France.

StationName: Station name

UserName: Actor

Action: Action

Reason: Reason

Description: Action details

UserComment: User comment

Following are some script examples:

Getting all new audit trail lines made today (chronologic order):

```
SELECT *
FROM MANAGERLOGS
WHERE
LOGDATE BETWEEN CURRENT_DATE AND CURRENT_TIMESTAMP
ORDER BY MANAGERLOGID DESC
```

Getting all new audit trail lines made today by user 'ADMINISTRATOR' in chronological order:

```
SELECT *
FROM MANAGERLOGS
WHERE
USERNAME = 'ADMINISTRATOR'
AND
LOGDATE BETWEEN CURRENT_DATE AND CURRENT_TIMESTAMP
ORDER BY MANAGERLOGID DESC
```

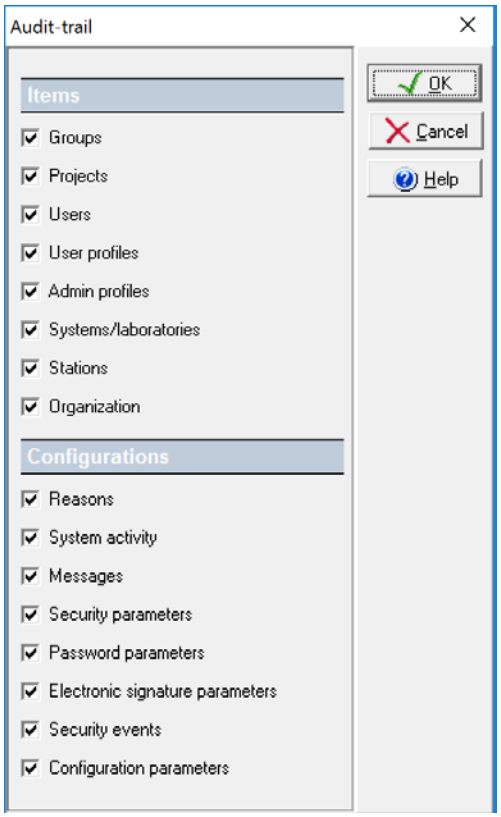
```
SELECT *
FROM MANAGERLOGS
WHERE
USERNAME = 'ADMINISTRATOR'
AND
LOGDATE BETWEEN CURRENT_DATE AND CURRENT_TIMESTAMP
```

Getting all new audit trail lines made by users 'ADMINISTRATOR' OR ‘JANE BURTON’ and concerning the Configuration Manager activity in chronological order:

```
SELECT *
FROM MANAGERLOGS
WHERE
USERNAME IN ('ADMINISTRATOR', 'JANE BURTON')
AND
(LOGTYPEID = 1)
ORDER BY MANAGERLOGID DESC
```

Configuration of Audit Trail content

This option allows the administrator configuring the actions to login the audit trail. Select the *AUDIT TRAIL / CONFIGURE AUDIT TRAIL* menu, the following screen is displayed:



The administrator must select the parameters to log in the audit trail. For example, to display all actions performed on user (creation, modification, deletion, association, duplication), the *Users* option must be selected.

NOTE: All changes made in this screen are compulsorily logged in the audit trail.

Reason configuration

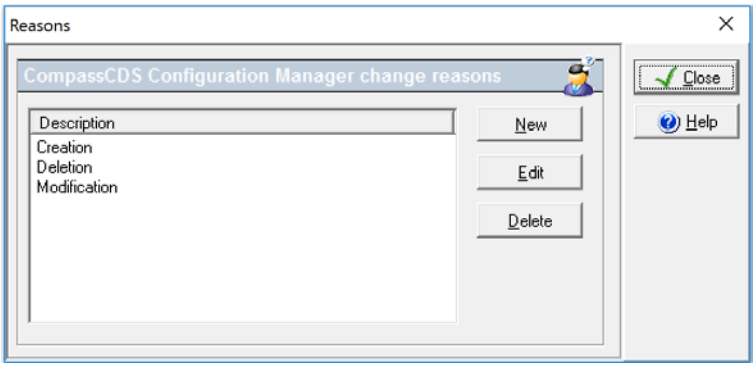
This option allows the administrator configuring the reasons to propose to user when realizing changes both in CompassCDS Configuration Manager and in CompassCDS. Select the *AUDIT TRAIL / CONFIGURE REASONS* menu, and then select the type of reason to configure:

CompassCDS Configuration Manager changes: Reasons proposed for changes realized in the CompassCDS Configuration Manager.

CompassCDS changes: Reasons proposed for changes realized in CompassCDS.

CompassCDS locks: Reasons proposed for chromatogram lock/unlock realized in CompassCDS.

For the three available types of reason, the same type of screen is displayed:



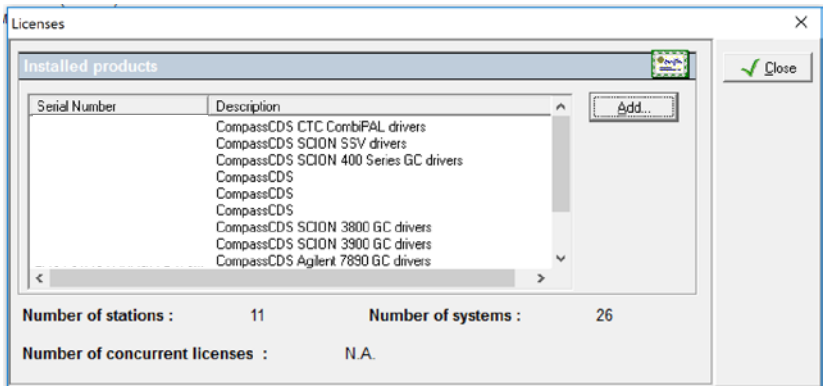
Administrator can add a new reason, remove or modify a selected reason.

Options

Licenses

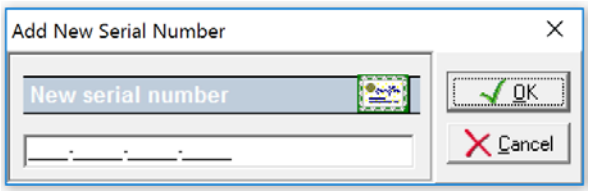
Licenses allow the administrator to manage the number of chromatographic systems and instrument drivers. According to the customer needs, several licenses may be installed.

Select the *OPTIONS/ LICENSES* menu, the following screen is displayed:



In the *Installed products* section, the administrator can consult the licenses serial number he has installed. He can also add new license(s) to modify the number of authorized systems or add new instrument drivers. The number of stations and systems authorized is updated and displayed at the bottom of the screen in real time.

To add a new license, click on the *Add* button, the following screen is displayed.



Enter the new serial number and validate by *OK*. The added serial number is listed in the main window.

Devices

The *OPTIONS / DEVICES* menu allows service people to install or update drivers with prerelease or beta drivers for testing. This functionality cannot be used by customer. This menu is displayed only if the corresponding right is selected in the Admin profile.

Lock Connection

This function can be used in a maintenance operation to forbid new connections.

To reactivate the connection, the administrator must select again the *OPTIONS / LOCK CONNECTION* option.

NOTE: Others fields like the BootP options are potentially displayed in the OPTIONS menu.

View

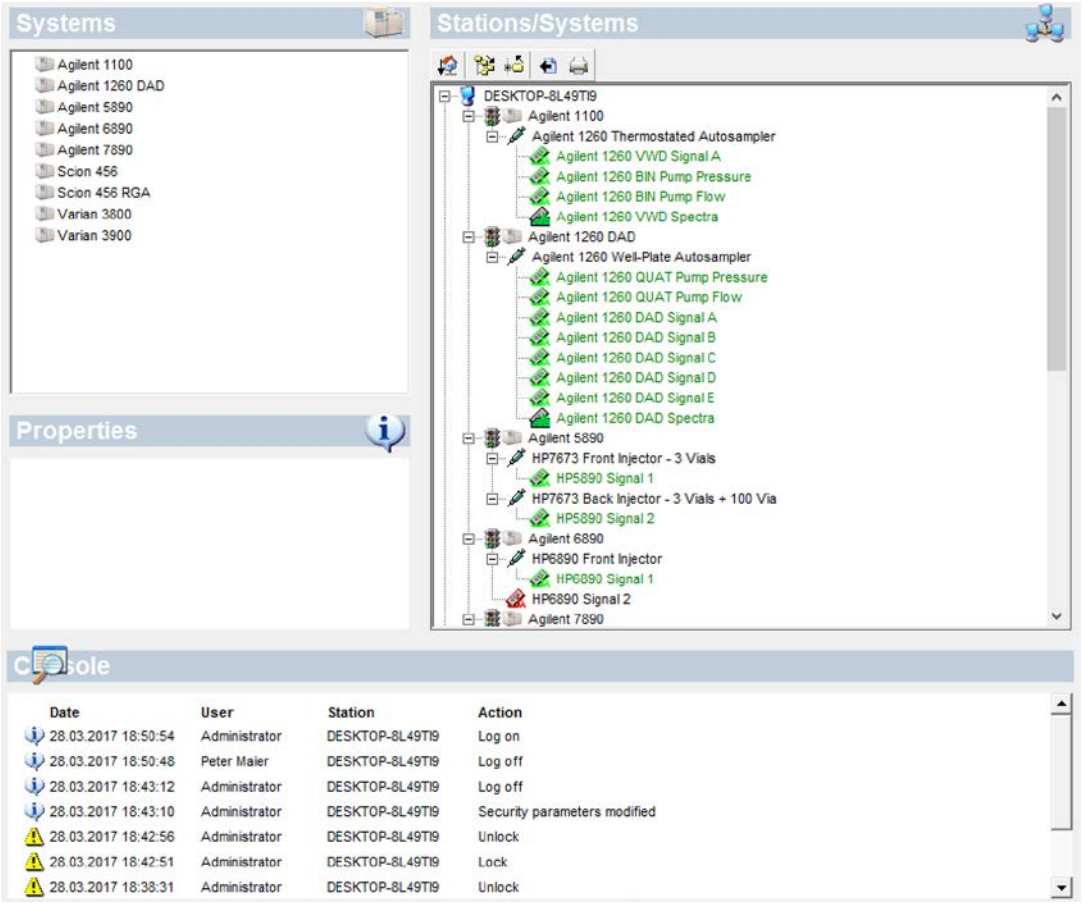
Refresh

This option allows the administrator refreshing the database. Note that just the system status, the console and the changes made by the connected administrator are refreshed in real time.

The user knows when a refresh of database is needed as the symbol of the Refresh icon becomes red ( ) and as a message “Please refresh the base (press F5)” is displayed at the bottom of the main screen.

Show Console

This option allows the administrator displaying the last actions logged in the audit trail in the main screen of the Configuration Manager, to be advised in real time of the actions performed by another administrator logged in the same time in another CompassCDS Configuration Manager session. Select the *VIEW / SHOW CONSOLE* menu, the following screen is displayed:



The number of actions to list in the console has to be set in the Preferences (*FILE / PREFERENCES*).

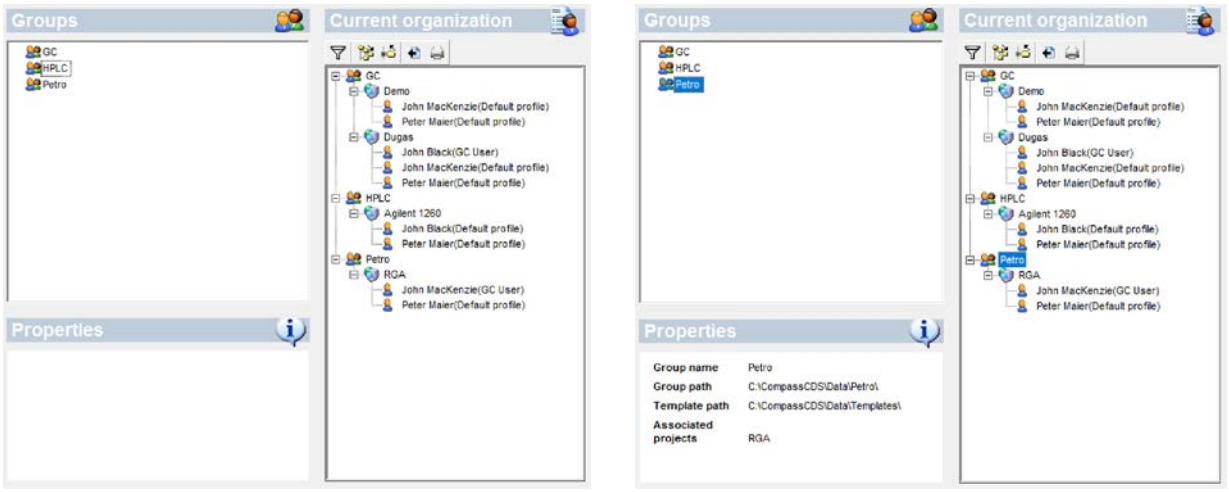
NOTE: To deactivate the console display, select again the *Show console* option in the *VIEW* menu.

Show Properties

This option allows the administrator displaying the properties panel when it is checked in the *VIEW / SHOW PROPERTIES* menu.

Groups

This option, when it is selected, modifies the main screen organization and leads to the immediate displaying of the Groups panel in the left top part of the main screen.



Projects

This option, when it is selected, modifies the main screen organization and leads to the immediate displaying of the Projects panel in the left top part of the main screen.

Users

This option, when it is selected, modifies the main screen organization and leads to the immediate displaying of the Users panel in the left top part of the main screen.

User profiles

This option, when it is selected, modifies the main screen organization and leads to the immediate displaying of the User profiles panel in the left top part of the main screen.

Admin profiles

This option, when it is selected, modifies the main screen organization and leads to the immediate displaying of the Admin profiles panel in the left top part of the main screen.

Stations

This option, when it is selected, modifies the main screen organization and leads to the immediate displaying of the Stations panel in the left top part of the main screen.

Systems

This option, when it is selected, modifies the main screen organization and leads to the immediate displaying of the Systems panel in the left top part of the main screen.

Connections

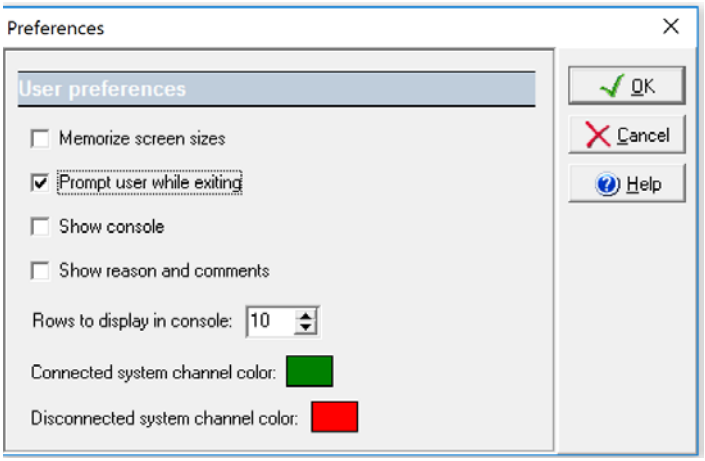
This option, when it is selected, modifies the main screen organization and leads to the immediate displaying of the Connections panel in the main screen.

File

Preferences

This option allows configuring some parameters that are administrator dependent and that will be taken into account only when the corresponding administrator is logged.

Select the *FILE/ PREFERENCES* menu, the following screen is displayed:



Memorize screen sizes: The sizes of the three main screens of the CompassCDS Configuration Manager are memorized if this option is checked and are applied at each new connection to the CompassCDS Configuration Manager.

Prompt user while exiting: A message is displayed when exiting the CompassCDS Configuration Manager if this box is ticked.

Show console: The console is automatically displayed at new connections to the CompassCDS Configuration Manager if this option is selected. The number of actions to list in the console is set in the *Rows to display in console* field (from 1 to 999). The default value is 10.

Show reason and comments: The reason and comments are automatically displayed when opening the audit trail.

Connected system channel color: Allows the administrator to change the color of the detector channels that are connected to injectors in the stations/systems view. The default color is green.

Disconnected system channel color: Allows the administrator to change the color of the detector channels that are disconnected from the injectors in the stations/systems view. The default color is red.

Quit

This option leads to the closing of the CompassCDS Configuration Manager session.

Help

Help

This option allows the administrator accessing the on-line help.

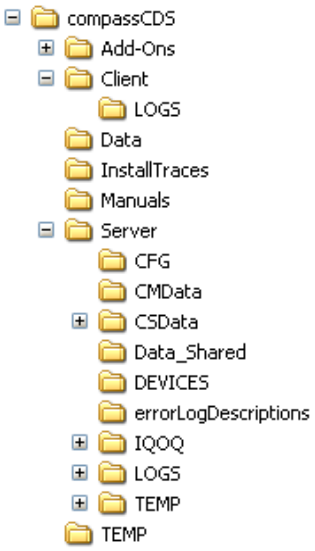
About

This option allows the administrator accessing the software information screen.

CompassCDS File Management under Windows

This part describes the content of the CompassCDS directory, created during the software installation, and gives some information about the main files.

The CompassCDS directory content is accessible from the Windows explorer:



The Add-Ons directory contains Plug-Ins and Tools.

- The Client directory contains:
  - CompassCDS.exe, the CompassCDS executive file
  - CompassCDS report Editor.exe, the CompassCDS report manager executive file
  - CompassCDS and CompassCDS Report Editor Help files.
  - Functional files.
- The Data directory contains chromatogram examples and report style templates.
- The Manuals directory contains the CompassCDS installation guide, user guides for CompassCDS, CompassCDS Configuration Manager, CompassCDS report Editor & CompassCDS print manager.
- The InstallTraces directory contains a report listing all the actions done during the installation of CompassCDS and the migration log file.
- The Server directory contains:
  - ConfigManager.exe: The CompassCDS configuration and maintenance manager executive file.
- CFG directory contains the configuration of all declared chromatographic systems.
- CMData directory contains database tables with all the CompassCDS configuration information (groups, projects, users, stations, systems etc.) as well as lists of the options present in the user and admin profiles and the audit trails.
- Data_shared directory: This file contains the peak, group and chromatogram formats defined in CompassCDS. Chromatogram annotation formats own CRF extension, peak tables PKF and group tables GRF one. The .REPO files represent the repositories created in CompassCDS Chromatography Data System (variables creation). The .REGC files, created by user, contain all screen size configuration parameters (ex: main screen size, open file screen, etc.).
- Devices directory contains the installed control driver .dll files for all the declared chromatographic systems.
- Logs directory contains logs concerning the CompassCDS process (errors that occurred, list of the injections realized, etc.), a LogArchives subdirectory containing all the archives of CompassCDS Configuration Manager's audit trail created.

Glossary

Audit Trail: This is a function listing the history of an object, by specifying what change was made by which user and when.

Group: A group is a logical entity, for example it is possible to have a QC group, a research group, etc. Depending upon the configuration, a group can also be a product name, or type of analysis such as LC or GC. Each group can have its own shared data such as method or report style. An unlimited number of groups can be created within CompassCDS

Project: A project is a logical entity within a group. For example, inside the QC group, different projects such as molecular analysis or techniques can exist. Each project can have its own shared data such as method or report style. An unlimited number of projects can be created for each group within CompassCDS.

User: A user is a physical entity, and must be associated to a project within a group. Users will have certain specific rights. The user who is a member of Project P1 inside Group G1 is not necessarily a member of project P1 inside Group G2.

Profile: A profile is the set of rights assigned to a user. User access to software features may be allowed or dis-allowed his/her profile. A profile is assigned to a user within a group and this means that if the user is associated with several projects in the same group, he/she will keep the same profile in each one of these projects. Nevertheless, a user can also have profile PR1 inside P1/G1, and another, different, profile PR2 inside P1/G2 if this is a requirement.

Station: A station is a physical computer connected to CompassCDS.

System: A system is a logical entity comprising at least one injector and one or more channel (detector) objects and which can include multiple physical devices.